Memorandum

Date:

July 16, 2009

To:

Coastal Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

San Luis Obispo

File No.:

10257.Cover Chapter 8 Command Audit

Subject:

HPM 22.1, CHAPTER 8 (COMMAND REIMBURSABLE SERVICES &

COMMAND DUI COST RECOVERY)

As requested by Coastal Division, Area conducted a Command Level inspection of HPM 22.1, Inspection Program, Chapter 8, Command Reimbursable Services, and Command DUI Cost Recovery. Attached are the CHP 680U forms completed during the inspection. The following discrepancies were noted:

<u>Command Reimbursable Services</u>: The only issue identified in the audit was the reconciliation of the CHP 464, Traffic Control Cost Estimate, and the CHP 467, Billing Memorandum – Reimbursable Services. The hours worked by CHP employees was found to be accurate on all forms. The mileage reimbursement was either projected low or high, but was not noted on the final CHP 467. There were seven reimbursable events evaluated during this audit. There were five where the actual mileage estimate was high resulting in an over charge; one where the actual mileage was under estimated; and one where the mileage was underestimated but was noted on the CHP 467 for collection.

<u>Corrective Action</u>: Area will amend the necessary CHP 467 to ensure payment for under estimated mileage and recommend reimbursement when mileage was over-estimated. Additionally, a checklist will be attached to each CHP 467 to ensure a notation is made on the form when mileage is different from the estimate.

Command DUI Cost Recovery: The Area has not been able to meet the 10-day processing time for the CHP 735 to Fiscal Management Section. The delays occur at the review level of the collision/arrest report and again when the CHP 735 is processed by the clerical unit. Additionally, the CHP 735A, Cost Recovery Log, is not current with dates the CHP 735 was sent to FMS.

Command Audit Page 2 July 16, 2009

<u>Corrective Action</u>: Area has changed the review procedures for the collision/arrest report when a CHP 735 is attached. The CHP 735 will begin the review process at the initial time an officer submits the report as complete. The Court Officer/AI Review Officer will detach the CHP 735 and forward for review/processing. This should drastically reduce the time for submission in those cases where the breath sample is already known. The Area clerical unit will continue to monitor those cases when a blood sample results are received and process the associated CHP 735 within the 10-day timeframe.

If there are any questions concerning this memorandum, please contact me or Acting Lieutenapt Chuck Jordan.

WILLIAM E. VAIL, Captain

Commander

Attachments

Page

1 of 4

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command: San Luis Obispo	Division: Coastal	Number:
Evaluated by: Captain Bill Vail		Date: 06/10/2009
Assisted by: Sergeant Chuck Jordan		Date: 06/10/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

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The Standard Operating Procedures (SOP) for the Area include a chapter on completion of the CHP 735 for all incidents meeting the requirements. The SOP also details how reconciliation is accomplished and a quarterly audit of the forms. Additionally, the CHP 735 log is monitored by the Office Services Supervisor I and Field Operations Officer (Lieutenant). Officers are required to print and attach completed CHP 415s for time spent on a DUI Reimbursable incident. These forms shall have the case number/defendant's name highlighted for comparison and then are reviewed by a supervisor. Final approval is sent to the lieutenant/captain for signature. The signed forms are sent to the Word Processing Technician I for processing.						
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INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

 Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form? 	⊠ Yes	□No	□ N/A	Remarks:
 6. Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal) 	⊠ Yes	□No	□ N/A	Remarks: Area had been able to access the court database from a remote computer in the Area office. After 5/1/2009, the court system changed and Area has not been able to check on the status of cases. CHP Helpdesk requests have been sent to help reestablish the connection, but they have been unable to correct the problem.
 7. Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? The date of BAC results of =.08% were received The date of BAC results of =.04% were received for a commercial driver 	☐ Yes	⊠ No	□ N/A	Remarks: There is a significant delay in processing the CHP 735s. An officer takes an average of 1-3 days to complete a collision report, which is then reviewed by the AI Review Officer. If corrections are necessary it is returned, causing further delay. Once the collision report is complete, the CHP 735 is sent for review to a sergeant and then to the captain for approval. The CHP 735 is then sent to clerical for processing. Delays can occur depending on furlough days and other duties.
 8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained 	☐ Yes	⊠ No	□ N/A	Remarks: There is a significant delay in processing the CHP 735s. After blood test analysis is received, it is entered into the log, but the CHP 735 is not processed in a timely manner. Additionally, when BAC is below .08, the sample is retested for drugs. This also causes another delay in completing the CHP 735.
9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□ No	□ N/A	Remarks:
10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	⊠ Yes	□No	□ N/A	Remarks:
11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks:
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□No	□ N/A	Remarks: Effective 10/1/2008, new procedures were established to

Page

3 of 4

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	⊠ Yes	☐ No	□ N/A	Remarks: The arrestee's name or case number is listed on the CHP 415 to track time spent on the incident.
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? • Response Time • On-Scene Investigation • Follow-up Investigation • Report Writing • Vehicle Storage • Call Back • Field Sobriety Testing • Transportation • Booking • Chemical Testing • Traffic Control	⊠ Yes	□No	□ N/A	Remarks:
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□ No	□ N/A	Remarks: There have been no documented times for the lieutenant/captain on any CHP 735s. Sergeant time is only documented when they are actually associated to the investigation of the incident.
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□No	□ N/A	Remarks: The hourly rate is programmed into the Acrobat form.
17. Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□No	□ N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
19. In the absence of a CHP 735A, how is the command transport to October 2008, Area was manually entering the arrestee CHP 735. Since that time, the clerical staff has utilized the autolatest quarterly audit indicated the processing dates for sending New procedures will be implemented to ensure proper dates an	i's name ar mated ver the CHP 7	nd informat sion genera 735 to FMS	ion on the ated by th are not ir	e FormsFlow version of the e AIS Program. However, the endicated on the CHP 735A.
20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system?	⊠ Yes	□ No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

 Defendant Information Violation Information Court Information FMS Information BAC test results 				
21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	□No	□ N/A	Remarks: All cases open longer than 12 months are reviewed, but not closed until a disposition from the court.
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	∑ Yes	□No	□ N/A	Remarks:
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	⊠ Yes	□No	□ N/A	Remarks: Area has reviewed several CHP 735 forms when questions have risen regarding charges. There have been some modifications to billing when reconciliation could not be verified (prior to October 2008).
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks: The most common deficiency is the delay in processing qualifying CHP 735s to FMS in a timely manner. Area recently changed procedures to address one area of delay.
Question 25 pertains to Fiscal Management Section.		NE MOTOR		
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	⊠ Yes	□No	□ N/A	Remarks:

Page

1 of 4

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command:	Division:	Number:
San Luis Obispo	Coastal	745
Evaluated by:		Date:
Captain Bill Va	il	06/10/2009
Assisted by:		Date:
Sergeant Chuck Jorda	n	06/10/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION	Lead Insp	ector's Signat	ure:			
☐ Division Level ☐ Command Level						
Office of Inspections Voluntary Self-Inspection		lug den				
Follow-up Required: Yes No BY: Tollow-Up Inspection BY:	Command	Commander's Signature: Date: 1/4/09				
For applicable policies, refer to HPM 11.1, Chapter 6.	10-					
Note: If a "No" or "N/A" box is checked, the "Remarks" section	n shall be u	tilized for e	xplanation			
Prior to the performance of services, is the contracting party informed of the rates charged for services, departmental equipment usage, and cancellation policy?	⊠ Yes	□No	□ N/A	Remarks:		
Does the billing rate include mileage and other expenses such as uniform or equipment damage?	⊠ Yes	□No	□ N/A	Remarks:		
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?	⊠ Yes	□No	□ N/A	Remarks:		
4. Is the billing code documented on the Reimbursable Services Billing Memorandum?	⊠ Yes	□No	□ N/A	Remarks:		
5. Is \$50 charged for each CHP uniformed employee assigned to the detail if the cancellation notification is less than 24 hours prior to the scheduled service?	⊠ Yes	☐ No	□ N/A	Remarks:		
6. Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the cancellation of their service(s)?	⊠ Yes	☐ No	□ N/A	Remarks:		
7. Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information made available to inquiring parties?	⊠ Yes	□No	□ N/A	Remarks:		
8. Are written requests for specific services directed to the appropriate command?		□No	□ N/A	Remarks:		
Are traffic control services less than \$50,000 approved by Division?		□No	□ N/A	Remarks:		
10. Are traffic control services estimated to be \$50,000 or more approved by the Office of the Commissioner?		☐ No	□ N/A	Remarks:		
11. Are extraordinary protective services approved by the Assistant Commissioner, Field?		□No	□ N/A	Remarks:		

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

Quest	ions 12 through 17 pertain to collecting advance de	posits.			
	. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?		□ No	□ N/A	Remarks:
	. Is a CHP 465 form completed in accordance with policy?	⊠ Yes	☐ No	□ N/A	Remarks:
	. Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	☐ No	□ N/A	Remarks:
	. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	☐ No	□ N/A	Remarks:
16	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□No	□ N/A	Remarks:
	. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	□No	□ N/A	Remarks:
Questi	ons 18 through 31 pertain to the preparation of agre	ements.			
	Is a CHP 466 maintained?		□No	□ N/A	Remarks:
	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□ No	□ N/A	Remarks:
20.	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	⊠ Yes	□No	□ N/A	Remarks: Coastal Division maintains the log and issues numbers when requested by Area.
	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	□No	□ N/A	Remarks:
	Are sequential numbers not matching Billing Memorandums reconciled?	⊠ Yes	□No	□ N/A	Remarks:
	Is the original RSA signed and filed at Area?		□No	□ N/A	Remarks:
	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□No	□ N/A	Remarks:
	Is the indemnification clause included in the agreement when requested?	⊠ Yes	□No	□ N/A	Remarks:
	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	⊠ Yes	□No	□ N/A	Remarks:
	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	□No	⊠ N/A	Remarks: None in file.
	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□No	⊠ N/A	Remarks: None in file.
	Are dignitary protection services referred to the Office of Dignitary Protection?	☐ Yes	□No	⊠ N/A	Remarks: None in file.

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

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30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	Yes	□No	⊠ N/A	Remarks: None in file.
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐ Yes	□No	⊠ N/A	Remarks: None in file.
Questions 32 through 38 pertain to training agreement pro	ocedures	and report	ing for se	rvices provided.
32. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	Yes	□ No	⊠ N/A	Remarks: None in file.
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	☐ Yes	□No	⊠ N/A	Remarks: Only COZEEP, MAZEEP, and local event contracts in file. No reimbursements issued pertaining to training agreements.
34. Are copies of CHP 467 forms forwarded to the next level of review?	☐ Yes	□No	⊠ N/A	Remarks:
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	☐ Yes	□No	⊠ N/A	Remarks:
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	⊠ Yes	□No	□ N/A	Remarks:
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	☐ Yes	□No	⊠ N/A	Remarks:
38. Are outstanding items being inspected and resolved?	Yes	□No	⊠ N/A	Remarks:
Questions 39 through 52 pertain to extraordinary protective special projects.	e services	and repo	rt of over	time hours for reimbursable
39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	⊠ Yes	□No	□ N/A	Remarks:
40. Is a reimbursable special project code obtained on every contractual service?	⊠ Yes	□No	□ N/A	Remarks:
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	☐ No	□ N/A	Remarks:
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□No	□ N/A	Remarks:
43. Are all corrections noted on the overtime report(s)?	⊠ Yes	□No	□ N/A	Remarks:
Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□No	□ N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks:
46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	☐ Yes	□No	⊠ N/A	Remarks: None in file.
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	⊠ Yes	□No	□ N/A	Remarks: No instances observed in file.
51. Are all payments made directly to FMS?	☐ Yes	⊠ No	□ N/A	Remarks: Most payments for reimbursable services are paid to the Area and forwarded through channels each week. The amount collected is noted on the CHP 230, Weekly Transmittal.
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	⊠ Yes	□No	□ N/A	Remarks: HQ routinely publishes a list of companies who have become delinquent in payments. Area has not encountered a company on this prohibited list.

STATI: OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
CHAPTER 8
COMMAND DUI COST RECOVERY
Page 1 of 3

Command:	Division	Number:
San Luis Obispo	Coastal	745
Evaluated by.	.,	Date
J. Orlett, #11940		9/14/2009
Assisted by:		Date:
A. Carrillo, #1132	24	9/14/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

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TYPE OF	INSPECTION		Lead insp	ector's Signa		2
⊠ Di	vision Level	Command Level	1	9.0,	rlit	
☐ Office of Inspections ☐ Voluntary Self-Inspection				7	-2	
Follow	v-up Required	Follow-Up Inspection	Comman	der's Signatur	e//	Date
⊠ Ye	s [] No	BY.	11.	M		9/22/09
For applicable policies, refer to HPM 11.1, Chapter 20.						
	If a "No" or "N/A" box is che	ecked, the "Remarks" section	shall be u	itilized for e	xplanation),
1	Does the command have ensure that a CHP 735, Ir Reimbursement Statement arrest that meets the cost	ncident Response nt, is prepared for each	⊠ Yes	□ No	□ N/A	Remarks
2	What are these procedure		-1	1		
3.	meeting the requirements. audit of the forms. Addition officer (Lieutenant). Officer elimbursement incident. The same then reviewed by a supare sent to the Word Process.	The SOP also detailed how in onally, the CHP 735 log is more ers are required to print and a These forms shall have the ca pervisor. Final approval is selessing Technician I for Proces	reconciliati nitored by t ttach comp se number nt to the lie	on is accor the Office S pleted CHP /defendant	mplished a lervices Su 415s for ti 's name hid	pervisor I and Field Operations
J	assigned to process all CF	HP 735 forms?	⊠ Yes	□No	□ N/A	Remarks
4.	If the answer to question 3 the responsibility of process listed in their job description	ssing all CHP 735 forms on or any other document?	⊠ Yes	□ No	□ N/A	Remarks
5	Are all CHP 735 forms for Management Section (FM criteria in either Section A	S) properly with completed or Section B of the form?	⊠ Yes	□ No	□ N/A	Remarks
6	a refusal)	conviction involving cases of the Driving Under the very Program? This would llowing criteria applies nt (BAC) under .08% tive for drugs only BAC test of drug test (i.e.	⊠ Yes	□ No	□N/A	Remarks. Area had been able to access the court database from a remote computer in the Area office After 5/1/2009, the court system changed and Area has not been able to check on the status of cases. CHP Helpdesk requests have been unable to correct the problem.
7	Are CHP 735 forms completed of Section A of the form be within ten business days from the complete of the comp	ing forwarded to FMS	☐ Yes	⊠ No	□ N/A	Remarks There is a significant delayed in processing the CHP 735's An officer takes an average 1–3 days

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY Page 2 of 3

 dates? The date of BAC results of =.08% were received The date of BAC results of =.04% were received for a commercial driver 				to complete a report, which is then reviewed by the Al Review Officer. If corrections are necessary it is returned, causing further delay. Once the collision report is complete, the CHP 735 is sent for review by a sergeant and then to the captain for approval. The CHP 735 is then sent to clerical for processing. Delays can occur depending on office staffing levels and other duties.
 8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained 	☐ Yes	⊠ No	□ N/A	Remarks: There is a significant delay in processing the CHP 735's. After the blood test analysis is received, it is entered into the log, but the CHP 735 is not processed in a timely manner. Additionally, when BAC is below 0.08, the sample is retested for drugs. This also causes another delay in completing the CHP 735.
9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□No	□ N/A	Remarks:
10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	⊠ Yes	□ No	□ N/A	Remarks:
11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□ No	□ N/A	Remarks:
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□No	□ N/A	Remarks: Effective 10/1/2008, new procedures were established to ensure reconciliation accuracy.
13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	⊠ Yes	□No	□ N/A	Remarks: The arrestee's name or case number is listed on the CHP 415 to track time spent on the incident.
 14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control 	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY Page 3 of 3				
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□ No	□ N/A	Remarks:
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□No	□ N/A	Remarks: the hourly rate is programmed into the Acrobat form which has not been updated
17. Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□No	□ N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□No	□ N/A	Remarks:
19. In the absence of a CHP 735A, how is the command the Prior to October 2008, Area was manually entering the a CHP 735. Since that time, the clerical staff has utilized to (AIS). However, the latest quarterly audit indicated the prindicated on the CHP 735. New procedures will be implested the specified timeframes.	arrestee's r he automa rocessing	name and in ted version dates for se	nformation generated ending the	on the FormFlow version of the I by the Area Information System CHP 735s to FMS are not
 20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Violation Information Court Information FMS Information BAC test results 	⊠ Yes	□No	□ N/A	Remarks:
21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	□No	□ N/A	Remarks: All cases open longer than 12 months are reviewed, but not closed until a disposition from the court.
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	☐ Yes	□No	⊠ N/A	Remarks: Electronic system used.
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	⊠ Yes	□ No	□ N/A	Remarks: Area has reviewed several CHP 735 when questions have risen regarding changes. There have been some modifications to billing when reconciliation could not be verified (prior to October 2008).
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks: The most common deficiency is the delay in processing qualifying 735s to FMS in a timely manner. Area recently changed procedures to address one area of delay.
luestion 25 pertains to Fiscal Management Section.				
Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□No	⊠ N/A	Remarks: Pertains to FMS.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1 of 2

Command:	Division:	Chapter:
San Luis Obispo	Coastal	8
Inspected by:		Date:
J. Orlett, #1194	0	9/11/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION ☑ Division Level ☐ Command L ☐ Executive Office Level	.evel	TOTAL HOURS EXPENDED ON THE INSPECTION: 2 hours		☐ Attachments Included		
Follow-up Required:	Forwa	rd to: OINS	FARE			
⊠ Yes □ No	Due D	ate: 8/14/2009				
Chapter Inspection:	1	1		Yest assist a water I to be some		
Inspector's Comments Regar	rding Ir	novative Practices);			
None						
Command Suggestions for S	tatewic	e Improvement:				
None						

Area documents billable DUI-cost-recovery time appropriately on the CHP 415. Area is struggling to complete and submit CHP 735s to FMS within the required 10 days and there is a need to streamline the processing system. As recommended, the CHP 735 should be separated from the CHP 555/CHP 202 when they are sent for review; there is no need to wait for the collision and arrest reports to be completed before processing the CHP 735. A suspense system must be developed for pending BAC results or the adjudication of court cases, as applicable. The time for CHP 555/CHP 202 correction should not be included in DUI-reimbursable time.

STATE OF CALFORNIA DEPARTMENT OF CALFORNIA HIGHWAY PATROL COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: San Luis Obispo	Division: Coastal	Chapter:
Inspected by: J. Orlett, #1194	0	Date: 9/11/2009

Page 2 or 2	J. Offett, #11940	9/11/2009
Commander's Response: ☐ Concur or ☐	Do Not Concur (Do Not Concur shall door	ment hasis for response)
	DO NOT CONCUST (DO NOT CONCUS SHAII GOOD	ment basis for response;
Inspector's Comments: Shall address non con etc.)	currence by commander (e.g., findings revise	ed, findings unchanged,
Required Action		
Corrective Action Plan/Timeline		
Coastal Division will follow-up with the Sa complying with the 10-day submission recevaluated.	in Luis Obispo Area in one month to e quirement. Additionally, the Area's su	ensure Area is Ispense system will be

Employee would like to discuss this report with the reviewer (See HPM 9.1, Chapter 8 for appeal procedures)	COMMANDER'S SIGNATURE	9/22/09
	1, & ONLY	9/22/09
Reviewer discussed this report with employee Concur Do not concur	REVIEWER'S SIGNATURE	9 - 23 - 09

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES
Page 1 of 4

Command: Division: San Luis Obispo Coastal		Number: 745		
Evaluated by: SSA Gomez, #A	A12534	Date: 9/14/2009		
Assisted by: N/A	4	Date: 9/14/2009		

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. Lead Inspector's Signature: TYPE OF INSPECTION Division Level Command Level Office of Inspections ☐ Voluntary Self-Inspection Follow-up Required: Commander's Signature: Date: ☐ Follow-Up Inspection ☐ Yes ⊠ No For applicable policies, refer to HPM 11.1, Chapter 6. Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation. 1. Prior to the performance of services, is the Remarks: contracting party informed of the rates charged for X Yes □ No □ N/A services, departmental equipment usage, and cancellation policy? 2. Does the billing rate include mileage and other Remarks: expenses such as uniform or equipment damage? X Yes □ No □ N/A When a safety service is provided to another state Remarks: agency, is the agency's five-digit billing code X Yes ☐ No □ N/A obtained? 4. Is the billing code documented on the Reimbursable Remarks: Services Billing Memorandum? X Yes □ N/A ☐ No Is \$50 charged for each CHP uniformed employee Remarks: assigned to the detail if the cancellation notification is X Yes □ No □ N/A less than 24 hours prior to the scheduled service? Is a minimum payment of 4 hours overtime charged Remarks: when employee(s) could not be notified of the Yes ☐ No □ N/A cancellation of their service(s)? Is information regarding the procedures to obtain Remarks: necessary right-of-way clearances or permits, local Yes ☐ No ☐ N/A requirements, and other pertinent information made available to inquiring parties? 8. Are written requests for specific services directed to Remarks: the appropriate command? X Yes No N/A Are traffic control services less than \$50,000 Remarks: approved by Division? Yes ☐ No □ N/A 10. Are traffic control services estimated to be \$50,000 or Remarks: Task has not occurred during more approved by the Office of the Commissioner? ☐ Yes ☐ No ⋈ N/A this inspection.

☐ Yes

□ No

 \bowtie N/A

9/28/09 Dent to area Atin: Commander Ders/confidential

this inspection.

Remarks: Task has not occurred during

11. Are extraordinary protective services approved by the

Assistant Commissioner, Field?

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES Page 2 of 4

Quest	ions 12 through 17 pertain to collecting advance de	posits.		1.00	
	Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	□ No	□ N/A	Remarks:
	Is a CHP 465 form completed in accordance with policy?	⊠ Yes	□ No	□ N/A	Remarks:
	Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	□ No	□ N/A	Remarks:
	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	□ No	□ N/A	Remarks:
	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	☐ No	□ N/A	Remarks:
	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	☐ No	□ N/A	Remarks:
Quest	ions 18 through 31 pertain to the preparation of agr	eements.	W. Co		
18.	Is a CHP 466 maintained?				I Samuella
10	Do DOA numbers havin with the latter IID! to do not		□ No	□ N/A	Remarks:
19.	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	☐ Yes	□ No	⊠ N/A	Remarks: Log number assigned by Coastal Division; may or may not start with sequential number 001.
	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	☐ No	□ N/A	Remarks:
	Are sequential numbers not matching Billing Memorandums reconciled?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Is the original RSA signed and filed at Area?	⊠ Yes	☐ No	□ N/A	Remarks:
	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the indemnification clause included in the agreement when requested?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	☐ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Are dignitary protection services referred to the Office of Dignitary Protection?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES Page 3 of 4

31	. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
Quest	ions 32 through 38 pertain to training agreement pro	ocedures	and report	ing for se	ervices provided.
	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□No	□ N/A	Remarks:
34	. Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□No	□ N/A	Remarks:
	. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?		□No	□ N/A	Remarks;
	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	⊠ Yes	□No	□ N/A	Remarks:
	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□ No	□ N/A	Remarks:
/	Are outstanding items being inspected and resolved?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
Questi	ons 39 through 52 pertain to extraordinary protectively projects.	e service:	s and repo	ort of ove	rtime hours for reimbursable
	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
40.	Is a reimbursable special project code obtained on every contractual service?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
41.	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□ No	□ N/A	Remarks:
	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□ No	□ N/A	Remarks:
43.	Are all corrections noted on the overtime report(s)?	⊠ Yes	□No	□ N/A	Remarks:
44.	Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	☐ No	□ N/A	Remarks:
	Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks:
	Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	⊠ Yes	□No	□ N/A	Remarks:
	Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
48.	Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	☐ Yes	□ No	⊠ N/A	Remarks: Division Level. Area not involved in this process.

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES
Page 4 of 4

49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	☐ No	□ N/A	Remarks:
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	☐ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
51. Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks: To Area then to FMS
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1 of 2

Command: Division: Chapter: 8
Inspected by: Date: 9/14/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

Political Political Procession Chapter Inspection: Inspector's Comments Regarding Innovative Practices: None Command Suggestions for Statewide Improvement:	TYPE OF INSPECTION ☑ Division Level ☐ Command I ☐ Executive Office Level		TOTAL HOURS EXPENDED ON THE INSPECTION: 2 hours	E ☐ Corrective Action Plan Included ☐ Attachments Included
Chapter Inspection: Inspector's Comments Regarding Innovative Practices: None Command Suggestions for Statewide Improvement:	Follow-up Required:	Forwa	rd to: OINS	
Chapter Inspection: Inspector's Comments Regarding Innovative Practices: None Command Suggestions for Statewide Improvement:	☐ Yes ☐ No	Due D	ate: 8/14/2009	
None Command Suggestions for Statewide Improvement:		So INIA		
Command Suggestions for Statewide Improvement:	Inspector's Comments Rega	raing ir	inovative Practices:	
	8	tatawic	a Improvement:	
None	Command Suggestions for S	tatewic	e improvement:	A WARRING TO STATE OF THE STATE
	None			

Upon completion of this Chapter 8 inspection, San Luis Obispo Area is in compliance.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 2 of 2

Command: Division: Chapter: 8
Inspected by: Date: 9/14/2009

,		
Commander's Response: Concur or	☐ Do Not Concur (Do Not Concu	r shall document basis for response)
Inspector's Comments: Shall address non	concurrence by commander (e.g. fin	idings revised findings unchanged
etc.)	concurrence by commander (e.g., in	dings revised, intuings unchanged,
I		
Required Action		
Required Action		
Corrective Action Plan/Timeline		
N/A		
☐ Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer.	1/1/1/2	0/-1
(See HPM 9.1, Chapter 8 for appeal procedures.)	INSPECTOR'S SIGNATURE	7/28/09 DATE
	Color of a	9/22/2009
	I VVI TATA	
	8. M. year	123/11
Reviewer discussed this report with employee	REVIEWER'S SIGNATURE	DATE 9/24/04

STATE OF CALFORNIA
DEPARTMENT OF CALFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
CHAPTER 8
COMMAND DUI COST RECOVERY
Pago 1 of 3

Command Templeton	Division: Coastal	Number: 740
Evaluated by J. Orlett, #11940)	9/10/2009
Assisted by N/A		Date

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up inspection, the "Follow-up inspection" box shall be marked and only deficient items need to be re-inspected.

1000		A STATE OF THE STA				
TYPE O	F INSPECTION		Lead Insp	ector's Signal	lure	
⊠ D	vision Level	Command Level	1	5.0.	rlett	•
	ffice of Inspections	Voluntary Self-Inspection	/			
Follo	w-up Required	☑ Follow-Up Inspection	Command	ers Signatum	1	Date / /
⊠ Ye	es 🗌 No	BY J Orlett 9/15/2009	<u> </u>	1	1-	5 195 9/22/09
For a	applicable policies, refer to	HPM 11.1, Chapter 20.				
Note	If a "No" or "N/A" box is che-	cked, the "Remarks" section	shall be u	tilized for e	xplanation	
1	Does the command have sensure that a CHP 735, In- Reimbursement Statement arrest that meets the cost	cident Response t, is prepared for each	☐ Yes	⊠ No	□ N/A	Remarks: Corrected as of 9/15/2009
	reimbursement incident. T signature and then signed the Area information System On 9/15/2009 the process w	forms were sent to the Office m (AIS) to keep track of the C ras changed to comply with i	ed by a sup Services S HP 735s.	pervisor. Fi Supervisor . The OSS-I o	inal approv i (OSS-I) fo did not wai	ral was sent to the lieutenant for or processing. The OSS-I used it for BA results to return.
3.	Does the command have a assigned to process all CH	specific employee(s) P 735 forms?	⊠ Yes	□ No	□ N/A	Remarks: OSS-I
4	If the answer to question 3 the responsibility of proces listed in their job description	sing all CHP 735 forms n or any other document?	⊠ Yes	□ No	□ N/A	Remarks:
5.	Are all CHP 735 forms form Management Section (FMS criteria in either Section A c	B) properly with completed or Section B of the form?	⊠ Yes	□ No	□ N/A	Remarks
6.	a refusal)	conviction involving cases of the Driving Under the very Program? This would lowing criteria applies: at (BAC) under .08% ive for drugs only BAC test of drug test (i.e.,	⊠ Yes	□ No	□ N/A	Remarks: The OSS-I and Court Officer are now working together to ensure the suspense system meets the requirements.
7	Are CHP 735 forms comple of Section A of the form bei within ten business days fro dates?	ng forwarded to FMS	⊠ Yes	□ No	□ N/A	Remarks. There were no delays as the CHP 735 was being sent prior to verification of BAC. This has been portected.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

Page 2 of 3

 The date of BAC results of =.08% were received The date of BAC results of =.04% were received for a commercial driver 				
8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only ABAC of < .08% was obtained	⊠ Yes	□No	□ N/A	Remarks
9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□ No	□ N/A	Remarks:
10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	⊠ No	□ N/A	Remarks: The suspense system now includes this correction.
11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□ No	□ N/A	Remarks:
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□No	□ N/A	Remarks: Effective 9/15/09, new procedures were established to ensure reconciliation accuracy.
13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	⊠ Yes	□No	□ N/A	Remarks: The arrestee's name or case number is listed on the CHP 415 to track time spent on the incident.
 14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control 	⊠ Yes	□ No	□ N/A	Remarks:
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□ No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

Page 3 of 3	DUI COST RECOVERY				
16. Is th	e current hourly rate for reimbursement, sent out commands via Comm-Net from FMS, being ?	Yes	⊠ No	□ N/A	Remarks: The hourly rate is programmed into the Acrobat form which has not been updated.
	copy of the CHP 735 being retained at the mand and filed?	⊠ Yes	☐ No	□ N/A	Remarks:
track	e command utilizing the, optional, CHP 735A to cases qualifying for the DUI Cost Recovery ram?	⊠ Yes	□ No	□ N/A	Remarks:
Prior	e absence of a CHP 735A, how is the command to the street of a CHP 735A, how is the command to the street of a command to a street of a command to ensure proper dates and processing the street of a command to ensure proper dates and processing the street of a command to ensure proper dates and processing the street of the command to ensure proper dates and processing the street of the command to ensure the street of the command the street of the street o	e clerical s	taff has util	ized the C	HP 735A. New procedures will
track Prog moni • [• \ • (• F	commands using a case monitoring system to cases qualifying for the DUI Cost Recovery ram including the following information in the toring system? Defendant Information /iolation Information Court Information FMS Information BAC test results	⊠ Yes	□ No	□ N/A	Remarks:
mont	cases not resulting in a conviction within 12 hs after submission to the District Attorney d out after court verification of case status?	☐ Yes	⊠ No	□ N/A	Remarks: All cases open longer than 12 months are now in a pending file until disposed by the court.
a line FMS	losed out cases on the monitoring system have drawn through the Conviction Date and Date to as well as the reason the case was closed and of last follow-up check?	⊠ Yes	□No	□ N/A	Remarks:
erron	efunds or overpayments, as a result of eous charges, in an amount of = \$5.00 being essed by the Department?	⊠ Yes	□No	□ N/A	Remarks
by FN and c	e command reviewing the quarterly reports sent AS related to the submission of CHP 735 forms ase status identifying any deficiencies in the ission and accountability of the DUI Cost	⊠ Yes	□No	□ N/A	Remarks

Recovery Program? Question 25 pertains to Fiscal Management Section.

			100	
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□ No	⊠ N/A	Remarks: Pertains to FMS

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1 of 2

Command:
TempletonDivision:
CoastalChapter:
8Inspected by:
J. Orlett, #11940Date:
9/11/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

Follow-up Required: Yes No Due Date: 8/14/2009 Chapter Inspection: Inspector's Comments Regarding Innovative Practices: None	TYPE OF INSPECTION ☑ Division Level ☐ Command Le ☐ Executive Office Level	vel	TOTAL HOURS EXPEND INSPECTION: 2 hours	ED ON THE	☐ Corrective Action Plan Included ☐ Attachments Included
Chapter Inspection: Inspector's Comments Regarding Innovative Practices:	Follow-up Required:	Forwa	rd to: OINS		Act and the same layers
Inspector's Comments Regarding Innovative Practices:	☐ Yes ⊠ No	Due D	ate: 8/14/2009		
	Chapter Inspection:	- 1		a 1845 1 0875 1	
None	Inspector's Comments Regard	ding Ir	novative Practices): :	
Command Suggestions for Statewide Improvement:	Command Suggestions for Sta	atewic	le Improvement:		
None	None				

At the time of inspection on 9/11/2009, the CHP 735 was completed and submitted immediately following the arrest, without waiting for BA results or the investigation's completion. Upon reinspection on 9/15/09, the Area had corrected the process to include accurate times of DUI reimbursable events and processing of CHP 735s. Additionally, the Area did not have an SOP for CHP 735s. A sample SOP has been provided to the Area.

STATE OF CALIFORNIA HIGHWAY PATROL. COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT Page 2 of 2

Command:	D vision Coastal	Chapter 8
Inspected by		Date
J. Orlett, #11940		9/11/2009

Name and the second	
Concur (Do Not Concur shall document basis	for response)
and a second of the diagram of the diagram	unchanged
by commander (e.g., initings revised, initings	urchanged,
Acon Markey Bally Act Have been	-
rited.	
	by commander (e.g., findings revised, findings anted.

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	9/22/09
	1. E. Dallet	9/22/09
Reviewer discussed this report with émployee Do not concur	REVIEWER'S SIGNATURE	9/3/09

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
CHAPTER 8
COMMAND REIMBURSABLE SERVICES
Page 1 of 4

Command:	Division.	Number:
Templeton	Coastal	740
Evaluated by:		Date:
SSA J. Gomez, #A12534		9/10/2009
Assisted by: N/A		Date:

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

Office of Inspections	
Office of Inspections	
Follow-Up Inspection BY: Yes No BY:	
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation. 1. Prior to the performance of services, is the contracting party informed of the rates charged for services, departmental equipment usage, and cancellation policy? 2. Does the billing rate include mileage and other expenses such as uniform or equipment damage? 3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained? 4. Is the billing code documented on the Reimbursable Services Billing Memorandum? 5. Is \$50 charged for each CHP uniformed employee assigned to the detail if the cancellation notification is less than 24 hours prior to the scheduled service? 6. Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the cancellation of their service(s)? 7. Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information made	/
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necessary right-of-way clearances or permits, local Yes No N/A Remarks: requirements, and other pertinent information made	
8. Are written requests for specific services directed to the appropriate command?	
9. Are traffic control services less than \$50,000 approved by Division?	
10. Are traffic control services estimated to be \$50,000 or more approved by the Office of the Commissioner? ☐ Yes ☐ No ☒ N/A Remarks: Task has not occurred distribution.	ed driiuß
11. Are extraordinary protective services approved by the Assistant Commissioner, Field? ☐ Yes ☐ No ☒ N/A Remarks: Task has not occurred do this inspection	ed during

CHP 680U (Rev. 02-09) OPI 010

9/28/09 sent to area attn: Commander

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES Page 2 of 4

Questi	ons 12 through 17 pertain to collecting advance dep	osits.			
12.	Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	☐ No	□ N/A	Remarks:
13.	Is a CHP 465 form completed in accordance with policy?	⊠ Yes	☐ No	□ N/A	Remarks:
14.	Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	☐ No	□ N/A	Remarks:
15.	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	□ No	□ N/A	Remarks:
16.	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□ No	□ N/A	Remarks:
	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	☐ No	□ N/A	Remarks:
Questi	ons 18 through 31 pertain to the preparation of agre	ements.			
18.	Is a CHP 466 maintained?	⊠ Yes	□No	□ N/A	Remarks:
19.	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□ No	□ N/A	Remarks:
20.	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	⊠ Yes	□ No	□ N/A	Remarks: Log number assigned by Coastal Division; may or may not start with sequential number 001.
21.	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	☐ No	□ N/A	Remarks:
22.	Are sequential numbers not matching Billing Memorandums reconciled?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
23.	Is the original RSA signed and filed at Area?	☐ Yes	⊠ No	□ N/A	Remarks: Area has sent original CHP 465s to HQ and retained copies but will retain originals from now on.
24.	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□ No	□ N/A	Remarks:
25.	Is the indemnification clause included in the agreement when requested?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
26.	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Are dignitary protection services referred to the Office of Dignitary Protection?	☐Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES Page 3 of 4

31	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
Quest	ions 32 through 38 pertain to training agreement pro	cedures	and reporti	ing for se	rvices provided.
32	. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□ No	□ N/A	Remarks:
	Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□No	□ N/A	Remarks:
35	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	⊠ Yes	□No	□ N/A	Remarks:
36	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	⊠ Yes	□No	□ N/A	Remarks:
	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□ No	□ N/A	Remarks:
	. Are outstanding items being inspected and resolved?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	ions 39 through 52 pertain to extraordinary protectiv Il projects.	e service	s and repo	rt of over	time hours for reimbursable
	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
40.	Is a reimbursable special project code obtained on every contractual service?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
41.	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□ No	□ N/A	Remarks:
42.	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□No	□ N/A	Remarks:
43.	Are all corrections noted on the overtime report(s)?				
		⊠ Yes	☐ No	□ N/A	Remarks:
44.	Are overtime reports approved and dated by the commander after reconciling?		□ No	□ N/A	Remarks:
	Are overtime reports approved and dated by the	-			
45. 46.	Are overtime reports approved and dated by the commander after reconciling? Is the original overtime report(s) forwarded to FMS? Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	⊠ Yes	□No	□ N/A	Remarks:
45. 46. 47.	Are overtime reports approved and dated by the commander after reconciling? Is the original overtime report(s) forwarded to FMS? Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)? Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	□ No	□ N/A	Remarks:
45. 46. 47.	Are overtime reports approved and dated by the commander after reconciling? Is the original overtime report(s) forwarded to FMS? Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)? Are all COZEEP/MAZEEP reports forwarded to	✓ Yes✓ Yes✓ Yes	□ No □ No	□ N/A □ N/A □ N/A	Remarks: Remarks: Remarks:

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

Page 4 of 4

49.	Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□No	□ N/A	Remarks:
50.	Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
51.	Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks: To Area then to FMS
52.	Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	☐ No	⊠ N/A	Remarks: Task has not occurred during this inspection.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1 of 2

Command:	Division:	Chapter:
Templeton	Coastal	8
Inspected by:	Date:	
SSA J. Gomez,	9/10/2009	

INSTRUCTIONS: This document shall be number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, contact the contact in the co	Inspection docume	on number. Under "Forw ent shall be utilized to do	ard to:" enter the cument innovative	or fill in the blanks as indicated. Enter the chapter enext level of command where the document e practices, suggestions for statewide by be used if additional space is required.
TYPE OF INSPECTION Division Level Command L Executive Office Level	TOTAL HOURS EXPEND INSPECTION: 2 hours	ED ON THE	☐ Corrective Action Plan Included ☐ Attachments Included	
Follow-up Required: ☐ Yes	Forwa			
Chapter Inspection: Inspector's Comments Regard	ding Ir	nnovative Practices		
None				
Command Suggestions for S	tatewic	de Improvement:		
None				

In regards to Question 23—Is the original CHP 465 (Reimbursable Services Agreement) signed and filed at Area?—The Area was sending an Original and one copy of the RSA to Fiscal Management Section; however, upon reviewing policy, the Area will now keep the Original RSA on file for their records. Upon completion of this Chapter 8 inspection report, Templeton Area is in compliance.

Inspector's Findings:

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HICHWAY PATROL COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT Page 2 of 2

Command: Templeton	Division: Coastal	Chapter 8
Inspected by: SSA J. Gomez,	#A12534	Date: 9/10/2009

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.) Required Action Corrective Action Plan/Timeline N/A Employee would like to discuss this report with the reviewer (See HPM 9.1, Chapter 8 for appeal procedures). INSPECTOR # SIGNATURE DATE DA			
Required Action Corrective Action Plan/Timeline N/A Employee would like to discuss this report with the reviewer (See HPM 9 1, Chapter 8 for appeal procedures.)	Commander's Response. X Concur or	☐ Do Not Concur (Do Not Concur shall docu	ment basis for response)
Required Action Corrective Action Plan/Timeline N/A Employee would like to discuss this report with the reviewer (See HPM 9 1, Chapter 8 for appeal procedures.)			
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Required Action Corrective Action Plan/Timeline N/A Employee would like to discuss this report with the reviewer (See HPM 9 1, Chapter 8 for appeal procedures.)	Ine nector's Comments: Shall address non	concurrence by commander (e.g. findings revise	d findings unchanged
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Corrective Action Plan/Timeline N/A Employee would like to discuss this report with the reviewer (See HPM 9 1, Chapter 8 for appeal procedures.) DATE 9/34/69			
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Corrective Action Plan/Timeline N/A Employee would like to discuss this report with the reviewer (See HPM 9 1, Chapter 8 for appeal procedures.)	Required Action	The second of the second	
N/A Employee would like to discuss this report with the reviewer (See HPM 9 1, Chapter 8 for appeal procedures.) DATE 9/34/69	Required Action		
Employee would like to discuss this report with the reviewer (See HPM 9 1, Chapter 8 for appeal procedures.)	Corrective Action Plan/Timeline		
Employee would like to discuss this report with the reviewer (See HPM 9 1, Chapter 8 for appeal procedures.)			
the reviewer (See HPM 9.1, Chapter 8 for appeal procedures.)	N/A		
the reviewer (See HPM 9 1, Chapter 8 for appeal procedures.)			
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the reviewer (See HPM 9.1, Chapter 8 for appeal procedures.)			
(See HPM 9 1, Chapter 8 for appeal procedures.)		COMMANDER'S SIGNATURE	DATE
INSPECTOR SIGNATURE DATE		1195	7/24/09
	(2-2-10 m 2 1/2 m) (2 m) (2 m) (2 m)	INSPECTOR 8 SIGNATURE	DATE
8. M. Neuman Set for 9/24/2009		8. M. yeleman Set for	9/24/2009
Reviewer discussed this report with REVIEWER'S SIGNATURE DATE			DATE
employee	employee	8.7/-/	9/25/09
THE PARTY OF THE P	Concur Do not concur		() (- ()

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES
Page 1 of 4

Command: Division	Division: Coastal	Number: 701	
Evaluated by: J. Orlett, #119	Date: 9/10/2009		
Assisted by: N/A	Date: 9/10/2009		

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION				Lead Inspector's Signature:				
				J. g. Onlet				
Off	ice of Inspections	J. L. Once						
Follow	-up Required:	☐ Follow-Up Inspection	Commande	er's Signature):		Date:	
☐ Yes	s 🛭 No	BY:	8.m	Jum	on	1.00	9/24/2007	
For ap	pplicable policies, refer to	HPM 11.1, Chapter 6.						
		cked, the "Remarks" section	shall be ut	ilized for e	xplanation			
1.	Prior to the performance o contracting party informed services, departmental equancellation policy?	of the rates charged for	⊠ Yes	□ No	□ N/A	Remarks:		
	Does the billing rate include expenses such as uniform	or equipment damage?	⊠ Yes	□ No	□ N/A	Remarks:		
	When a safety service is p agency, is the agency's fiv obtained?	e-digit billing code	⊠ Yes	□ No	□ N/A	Remarks:		
4.	Is the billing code docume Services Billing Memorano		⊠ Yes	□No	□ N/A	Remarks:		
5.	Is \$50 charged for each Cl assigned to the detail if the less than 24 hours prior to	cancellation notification is	⊠ Yes	□No	□ N/A	Remarks:		
6.	Is a minimum payment of 4 when employee(s) could no cancellation of their service	ot be notified of the	⊠ Yes	□No	□ N/A	Remarks:		
7.	Is information regarding the necessary right-of-way clear requirements, and other per available to inquiring partie	e procedures to obtain arances or permits, local ertinent information made	⊠ Yes	□ No	□ N/A	Remarks:		
8.	Are written requests for spetthe appropriate command?		⊠ Yes	□No	□ N/A	Remarks:		
9.	Are traffic control services approved by Division?	less than \$50,000	⊠ Yes	□ No	□ N/A	Remarks:		
10.	Are traffic control services more approved by the Offic		☐ Yes	☐ No	⊠ N/A	Remarks: Tas	k not performed during this	
11.	Are extraordinary protective Assistant Commissioner, F		☐ Yes	□ No	⊠ N/A		k not performed during this	

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES Page 2 of 4

Quest	ions 12 through 17 pertain to collecting advance de	posits.			
	Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	□ No	□ N/A	Remarks:
	Is a CHP 465 form completed in accordance with policy?	⊠ Yes	☐ No	□ N/A	Remarks:
14	Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	□No	□ N/A	Remarks:
15	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	□No	□ N/A	Remarks:
16	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□No	□ N/A	Remarks:
	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	☐ No	□ N/A	Remarks:
Quest	ons 18 through 31 pertain to the preparation of agre	ements.			
18.	Is a CHP 466 maintained?	⊠ Yes	□No	□ N/A	Remarks:
19.	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	☐ No	□ N/A	Remarks:
	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	⊠ Yes	□No	□ N/A	Remarks:
	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	□No	□ N/A	Remarks:
	Are sequential numbers not matching Billing Memorandums reconciled?	⊠ Yes	□No	□ N/A	Remarks:
23.	Is the original RSA signed and filed at Area?	⊠ Yes	□No	□ N/A	Remarks:
24.	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□ No	□ N/A	Remarks:
25.	Is the indemnification clause included in the agreement when requested?	☐ Yes	☐ No	⊠ N/A	Remarks: Task not performed during this inspection.
26.	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	☐ Yes	□No	⊠ N/A	Remarks: Task not performed during this inspection.
	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	□No	⊠ N/A	Remarks: Task not performed during this inspection.
	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□No	⊠ N/A	Remarks: Task not performed during this inspection.
	Are dignitary protection services referred to the Office of Dignitary Protection?	☐ Yes	☐ No	⊠ N/A	Remarks: Task not performed during this inspection.
	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in	☐ Yes	☐ No	⊠ N/A	Remarks: Task not performed during this inspection.

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

Page 3 of 4

	effect?				
-	. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐ Yes	□ No	⊠ N/A	Remarks: Task not performed during this inspection.
Quest	ions 32 through 38 pertain to training agreement pro	ocedures a	and report	ing for se	rvices provided.
	. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	□ No	□ N/A	Remarks: Task not performed during this inspection.
33	. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□ No	□ N/A	Remarks:
34	. Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□No	□ N/A	Remarks:
35	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	☐ Yes	⊠ No	□ N/A	Remarks: Procedure corrected.
36	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	☐ No	⊠ N/A	Remarks: Division Coordinator utilizes Division-wide CHP 466.
37	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□ No	□ N/A	Remarks:
38.	Are outstanding items being inspected and resolved?	☐ Yes	□No	⊠ N/A	Remarks: Task not performed during this inspection.
	ons 39 through 52 pertain to extraordinary protectiv I projects.	e services	and repo	rt of over	time hours for reimbursable
	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□No	⊠ N/A	Remarks: Task not performed during this inspection.
	Is a reimbursable special project code obtained on every contractual service?	☐ Yes	□No	⊠ N/A	Remarks: Task not performed during this inspection.
	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks:
	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□No	□ N/A	Remarks:
43.	Are all corrections noted on the overtime report(s)?	⊠ Yes	□ No	□ N/A	Remarks:
	Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□ No	□ N/A	Remarks:
	Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	⊠ Yes	☐ No	□ N/A	Remarks:
	Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	☐ No	□ N/A	Remarks:
48.	Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	⊠ Yes	□No	□ N/A	Remarks: Division Coordinator does not have a back-up. On occasion, reports have been delayed in Coordinator's absence.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES Page 4 of 4

49	Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□ No	□ N/A	Remarks:
50.	Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	☐ No	⊠ N/A	Remarks: Task not performed during this inspection.
51.	Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks: Division Coordinator receives payment in full before conducting services. Policy procedures are followed thereafter.
52.	Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□No	⊠ N/A	Remarks: Task not performed during this inspection.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL Division: Command: COMMAND INSPECTION PROGRAM Coastal Division **EXCEPTIONS DOCUMENT** Inspected by: Page 1 of 2 J. Orlett, #11940 INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required. TYPE OF INSPECTION TOTAL HOURS EXPENDED ON THE Corrective Action Plan Included INSPECTION: □ Division Level □ Command Level 3 hours Attachments Included ☐ Executive Office Level Forward to: OINS Follow-up Required:

8/14/2009

Chapter:

Date:

8

9/10/2009

Chapter Inspection: Chapter 8 Command Reimbursable Services

Due Date:

Inspector's Comments Regarding Innovative Practices:

⊠ No

None

Yes

Command Suggestions for Statewide Improvement:

To save on paper costs, send electronic copies when available. For example, scan paper copies of the approved Reimbursable Services Contract to Division and/or Fiscal Management Section (FMS) for file. Currently, Caltrans has implemented this process by providing scanned copies of their Transportation Permits to CHP Coastal Division (Commercial Unit), as means of saving on paper/printing costs.

Inspector's Findings:

In regards to the CHP 466, Reimbursable Services Log, Division has updated procedures to identify the date issued to FMS. Upon completion of the Chapter 8 inspection, Coastal Division is in compliance.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 2 of 2

Command: Division:		Chapter:
Division	Coastal	8
Inspected by:		Date:
J. Orlett, #119	40	9/10/2009

Commander's Response: ⊠ Concur o	r 🗌 Do Not Concur (Do Not Cond	cur shall document basis for response)
Inspector's Comments: Shall address nor etc.)	n concurrence by commander (e.g., f	indings revised, findings unchanged,
7.0.7		
Required Action		
Corrective Action Plan/Timeline		
John College / College Table Time line		
None		
140110		
Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer.	Sm. n. tr	9/24/2019
(See HPM 9.1, Chapter 8 for appeal procedures.)	INSPECTOR'S SIGNATURE.	9/24/2009 DATE
	16 DIO. H	0/11/
1 Davisona disance and 11 to 11	g. C. UMIN	7/24/09
Reviewer discussed this report with	CREVIEWER'S SIGNATURE	DATE
employee	1 1/2/	9/24/09

Memorandum

Date:

September 24, 2009

To:

Coastal Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Coastal Division

File No.:

701.13808

Subject:

COMMAND INSPECTION PROGRAM, HPM 22.1, CHAPTER 8, DUI COST

RECOVERY—COASTAL DIVISION EXEMPTED

This memorandum is to document that the Coastal Division office (proper) does not participate in the DUI Cost Recovery Program. All personnel assigned directly to Coastal Division, who have occasion to participate in events that may result in the generation of DUI Cost Recovery documentation, do so in conjunction with the Area office in which the event occurred. As such, Coastal Division maintains no DUI Cost Recovery files and no formal Chapter 8 inspection for DUI Cost Recovery was conducted at the Division office during the second quarter of 2009.

S. M. NEUMANN, Sergeant

INSPECTION PROGRAM

CHAPTER 8 COMMAND DUI COST RECOVERY Page 1 of 3

Command: Santa Cruz		
Evaluated by: J. Orlett, #11940	Evaluated by:	
Assisted by: A. Carrillo, #113	24	Date: 9/14/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF	INSPECTION		Lead Insp	oector's Signat	ture:	-11111111111111111111111111111111111111	
⊠ Div	rision Level	Command Level	/	1.5.6	7.1.1	1	
☐ Off	ice of Inspections [☐ Voluntary Self-Inspection	1	1.0	nu		
Follow	-up Required:	☐ Follow-Up Inspection	Command	der's Signatur	e:		Date:
☐ Yes ☐ No BY:			1	Manny	K		9-22-09
For applicable policies, refer to HPM 11.1, Chapter 20.					8		
Note:		ecked, the "Remarks" section	shall be u	itilized for e	xplanation		And Australia
1.	Does the command have ensure that a CHP 735, Ir Reimbursement Statemer arrest that meets the cost	ncident Response nt, is prepared for each	⊠ Yes	□ No	□ N/A	Remarks:	
2. What are these procedures? CHP 735s are prepared by the arresting officer and attache Investigation Review Officer's (AIRO) desk. The AIRO make comment section a CHP 735 has been generated. After the sergeant. The sergeant reviews the CHP 735 and associate reconciles the times on the CHP 735 with the accompanying Currently this Area has reduced its processing time from 3.				rea Informa and any co 415s for ac 415s. The C	tion Syste prections, curacy, the	m (AIS) entry the CHP 735 an stamps th	Indicating in the is forwarded to a e notes section and
3.	Does the command have a assigned to process all CF	a specific employee(s) HP 735 forms?	⊠ Yes	□No	□ N/A	Remarks:	
4.	If the answer to question 3 the responsibility of process listed in their job description	ssing all CHP 735 forms on or any other document?	⊠ Yes	□No	□ N/A	Remarks:	
5.	criteria in either Section A	S) properly with completed or Section B of the form?	⊠ Yes	□ No	□ N/A	Remarks:	
6.	to facilitate notification of a meeting the requirements. Influence (DUI) Cost Reco involve cases where the fo A Blood Alcohol Conte A chemical test is posite. There is no supporting a refusal)	very Program? This would llowing criteria applies: nt (BAC) under .08% tive for drugs only BAC test of drug test (i.e.,	⊠ Yes	□ No	□ N/A	Remarks	
	Are CHP 735 forms completed of Section A of the form be within ten business days frod dates?	ing forwarded to FMS	☐ Yes	⊠ No	□ N/A	In processing officer takes a	ere is a significant delay the CHP 735s. An an average 1–3 day to

INSPECTION PROGRAM

CHAPTER 8 COMMAND DUI COST RECOVERY Page 2 of 3

 The date of BAC results of =.08% were received The date of BAC results of =.04% were received for a commercial driver 				reviewed by the AI Review Officer. If corrections are necessary it is returned, causing further delay. Once the collision report is complete, the CHP 735 is sent for review by a sergeant and then to the captain for approval. The CHP 735 is then sent to clerical for processing. Delays can occur depending on staffing schedules and other duties.
 8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained 	☐ Yes	⊠ No	□ N/A	Remarks: There is a significant delay in processing the CHP 735s. After the blood test analysis is received, it is entered into the log, but the CHP 735 is not processed in a timely manner. Additionally, when BAC is below 0.08, the sample is retested for drugs. This also causes another delay in completing the CHP 735.
9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□ No	□ N/A	Remarks:
10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	⊠ Yes	□ No	□ N/A	Remarks:
11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks:
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□ No	□ N/A	Remarks:
13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	⊠ Yes	□ No	□ N/A	Remarks: A stamp is used in the note section to ensure correct times.
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735?	⊠ Yes	□ No	□ N/A	Remarks:
 Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing 				
 Traffic Control 15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time 	⊠ Yes	☐ No	□ N/A	Remarks:
		- 1		

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INSPECTION PROGRAM

CHAPTER 8 COMMAND DUI COST RECOVERY Page 3 of 3

	spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?				
	i. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□No	□ N/A	Remarks: the hourly rate is programmed into the Acrobat form which has not been updated
	. Is a copy of the CHP 735 being retained at the command and filed?	☐ Yes	□ No	□ N/A	Remarks:
18	Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
	In the absence of a CHP 735A, how is the command t	racking the	DUI Cost	Recovery	Program?
20.	Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? • Defendant Information	⊠ Yes	□ No	□ N/A	Remarks:
	 Violation Information Court Information FMS Information BAC test results 				
	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	□No	□ N/A	Remarks: All cases open longer than 12 months are reviewed, but not closed until a disposition from the court.
	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	☐ Yes	□ No	⊠ N/A	Remarks: Electronic tracking
	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	⊠ Yes	□ No	□ N/A	Remarks
	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□No	□ N/A	Remarks: The most common deficiency is the delay in processing qualifying CHP 735s to FMS in a timely manner. Area has reduced the time during the last quarter.
	n 25 pertains to Fiscal Management Section.				
(Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□No	⊠ N/A	Remarks: Pertains to FMS

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1 of 2

Command:	Division:	Chapter:	
Santa Cruz	Coastal	8	
Inspected by:		Date:	
J. Orlett, #11940		9/14/2009	

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION ☑ Division Level ☐ Com ☐ Executive Office Level	mand Level	TOTAL HOURS EXPENINSPECTION: 2 hours	DED ON THE	☐ Corrective Action Plan Included☐ Attachments Included☐
Follow-up Required:	Forwar Due Da			
Chapter Inspection: Inspector's Comments	Regarding In	novative Practice	S:	
None				
Command Suggestions	for Statewide	e Improvement:		
Command Suggestions None	for Statewide	e Improvement:	and the second s	

Although Area is not submitting CHP 735s to FMS within the required 10-day window, Area has been addressing the issue as of late and has reduced the processing time from 38 days down to 18 days. Area is to be commended for their efforts in this endeavor. Of course, Area is aware of the 10-day submission requirement and will continue to expedite the processing of CHP 735s until the appropriate timeframe is achieved. One recommendation toward achieving this goal is to immediately separate the CHP 735 from the CHP 555/CHP 202, so the CHP 735 is not delayed during the collision report/arrest report review process. The CHP 735 and accompanying CHP 415s can be forwarded to the OSS-I for processing as soon as they are completed.

Inspector's Findings:

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 2 of 2

Command: Division:		Chapter:
Santa Cruz	Coastal	8
Inspected by:		Date:
J. Orlett, #1194	0	9/14/2009

Commander's Response: Concur or	· □ Do Not Concur (Do Not Concur shall d	ocument basis for response)
Inspector's Commente: Shall add-		
Inspector's Comments: Shall address non etc.)	concurrence by commander (e.g., findings rev	vised, findings unchanged,
(0.0.7	The state of the s	
		18
Required Action		
Corrective Action Plan Timeline		
Corrective Action Plan/Timeline		
Constal Division will follow up with the	01-0	
Coastal Division will follow-up with the	Santa Cruz Area in one month to ens	eure Area is compliance
with the 10-day submission requireme	ent,	
Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer.	1 1/2 2 2 2 2 2 2	0 22 00
(See HPM 9.1, Chapter 8 for appeal procedures.)	INSPECTOR'S SIGNATURE	9-22-09
	15 11 H	DATE
	y. 1. Unul	9-23-09
Reviewer discussed this report with employee	RÉVIEWER'S SIGNATURE	DATE
☐ Do not concur	8-76	9.74-09
		1 ' '

STATE OF CALFORNIA
DEPARTMENT OF CALFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
CHAPTER 8
COMMAND REIMBURSABLE SERVICES
Page 1 of 4

Command: Division Coastal		Number: 720
Evaluated by: SSA J. Gomez, #A12534		Date: 9/14/2009
Assisted by: Sgt. A. Carrillo,		Date: 9/14/2009

with pol Addition	licy, applicable legal statunally, such discrepancies and. Furthermore, the me	dual items with "Yes" or "No" answers ues, or deficiencies noted in the inspe and/or deficiencies shall be documen morandum shall include any follow-u ction" box shall be marked and only d	ections shall nted on an E p and/or cor	be commer Exceptions E rective activ	nted on via t Document a on(s) taken.	the "Remark nd addresse If this form	ed to the next level of	
TABE OF II	NSPECTION		Lead Inspe	ctor's Signat	ure:			
		Command Level						
	sion Level ce of Inspections	☐ Voluntary Self-Inspection	8.	m. y	una	_for		
Follow	up Required:	Follow-Up Inspection	Commande	er's Signature	2		Date:	
Yes		BY:	111	Lauran			924-09	
		er to HPM 11.1, Chapter 6.		1 prings	8			
Note: I	f a "No" or "N/A" box is	checked, the "Remarks" section	shall be ut	ilized for e	xplanation			
1.	Prior to the performant contracting party info		⊠ Yes	□ No	□ N/A	Remarks		
2.	Does the billing rate in	nclude mileage and other iform or equipment damage?	⊠ Yes	□ No	□ N/A	Remarks:		
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?		Yes	□No	⊠ N/A	Remarks:	Task not performed during this		
4.	Is the billing code doo Services Billing Memo	cumented on the Reimbursable prandum?	☐ Yes	□ No	⊠ N/A	Remarks:	Task not performed during this	
5.	assigned to the detail	ch CHP uniformed employee if the cancellation notification is or to the scheduled service?	⊠ Yes	□No	□ N/A	Remarks:		
6.	Is a minimum paymer	nt of 4 hours overtime charged uld not be notified of the	⊠ Yes	□ No	□ N/A	Remarks:		
7.	Is information regardinecessary right-of-wa	ng the procedures to obtain y clearances or permits, local per pertinent information made	⊠ Yes	□ No	□ N/A	Remarks:		
8.		or specific services directed to	⊠ Yes	□ No	□ N/A	Remarks:		
9.		rices less than \$50,000	⊠ Yes	□ No	□ N/A	Remarks:		
10.	Are traffic control serv	ices estimated to be \$50,000 or Office of the Commissioner?	☐ Yes	□ No	⊠ N/A	Remarks:	Task not performed during this	
11.		ective services approved by the	Yes	□ No	⊠ N/A	Remarks:	Task not performed during this	

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES Page 2 of 4

Quest	ions 12 through 17 pertain to collecting advance de	posits.			e en un en
	Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	□No	□ N/A	Remarks:
	Is a CHP 465 form completed in accordance with policy?	⊠ Yes	□No	□ N/A	Remarks:
	Are advance payments collected from the contracting company prior to the start of the service?		□No	□ N/A	Remarks:
	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	□No	□ N/A	Remarks:
	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□ No	□ N/A	Remarks:
	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?		□ No	□ N/A	Remarks:
Questi	ons 18 through 31 pertain to the preparation of agr	eements.			
	Is a CHP 466 maintained?	Yes	⊠ No	□ N/A	Remarks:
19.	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	☐ Yes	⊠ No	□ N/A	Remarks:
	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	☐ Yes	□No	⊠ N/A	Remarks: Completed by Division
	Are sequential numbers not matching Billing Memorandums reconciled?	☐ Yes	□No	⊠ N/A	Remarks: Completed by Division
	Is the original RSA signed and filed at Area?	☐ Yes	⊠ No	□ N/A	Remarks: Original sent to FMS.
	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□No	□ N/A	Remarks:
	Is the indemnification clause included in the agreement when requested?	☐ Yes	□No	⊠ N/A	Remarks: Task not performed during this inspection.
	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	☐ Yes	□ No	⊠ N/A	Remarks: Task not performed during this inspection.
	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	□ No	⊠ N/A	Remarks: None during this inspection.
	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other ocal public body?	⊠ Yes	□ No	□ N/A	Remarks:
(Are dignitary protection services referred to the Office of Dignitary Protection?	☐ Yes	□ No	⊠ N/A	Remarks: Task not performed during this inspection.
f	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	☐ Yes	□No	⊠ N/A	Remarks: Task not performed during this inspection.

INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES Page 3 of 4

3	 When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section? 	☐ Yes	□ No	⊠ N/A	Remarks: Task not performed during this inspection.
Ques	tions 32 through 38 pertain to training agreement pr	cedures	and report	ting for se	ervices provided.
32	2. Is a CHP 230 prepared by the contracting party when		200000000000000000000000000000000000000	25/14/2014	The state of the second second second
	fees are collected on the day of the training session?		☐ No	□ N/A	Remarks:
	3. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	☐ Yes	□No	⊠ N/A	Remarks: Original 467s sent to FMS; however, the Area does not maintain a CHP 466 to verify the 467s are processed within 5 days.
	Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□ No	□ N/A	Remarks:
	i. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	☐ Yes	⊠ No	□ N/A	Remarks:
	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	⊠ No	□ N/A	Remarks:
	. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	☐ Yes	⊠ No	□ N/A	Remarks:
38	. Are outstanding items being inspected and resolved?	☐ Yes	□No	⊠ N/A	Remarks: No outstanding items during this inspection.
Quest	ions 39 through 52 pertain to extraordinary protective	e service:	s and repo	rt of ove	rtime hours for reimbursable
enecia	I projecte				Charles And Charles and Charles
specia	Il projects.	i I			
specia 39	Il projects. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□No	⊠ N/A	Remarks: Task not performed during this inspection.
39 40	Il projects. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service?				Remarks: Task not performed during this
39 40 41	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	☐ Yes	□No	⊠ N/A	Remarks: Task not performed during this inspection. Remarks: Task not performed during this
39 40 41 42.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	☐ Yes	□ No	⊠ N/A ⊠ N/A	Remarks: Task not performed during this inspection. Remarks: Task not performed during this inspection.
39 40 41 42.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project	☐ Yes ☐ Yes ☐ Yes ☐ Yes	□ No □ No □ No	⊠ N/A ⊠ N/A □ N/A	Remarks: Task not performed during this inspection. Remarks: Task not performed during this inspection. Remarks:
40 41 42 43.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? Are all corrections noted on the overtime report(s)? Are overtime reports approved and dated by the commander after reconciling?	☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	No No No No	N/A N/A N/A N/A	Remarks: Task not performed during this inspection. Remarks: Task not performed during this inspection. Remarks: Remarks:
40 41 42 43. 44.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? Are all corrections noted on the overtime report(s)? Are overtime reports approved and dated by the commander after reconciling? Is the original overtime report(s) forwarded to FMS?	☐ Yes	No	 N/A N/A N/A N/A N/A 	Remarks: Task not performed during this inspection. Remarks: Task not performed during this inspection. Remarks: Remarks: Remarks:
40 41 42. 43. 44. 45.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? Are all corrections noted on the overtime report(s)? Are overtime reports approved and dated by the commander after reconciling? Is the original overtime report(s) forwarded to FMS? Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	☐ Yes	No	N/A N/A	Remarks: Task not performed during this inspection. Remarks: Task not performed during this inspection. Remarks: Remarks: Remarks: Remarks:
40. 41. 42. 43. 44. 45. 46. 47.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? Are all corrections noted on the overtime report(s)? Are overtime reports approved and dated by the commander after reconciling? Is the original overtime report(s) forwarded to FMS?	☐ Yes	No No No No No No No No	N/A N/A	Remarks: Task not performed during this inspection. Remarks: Task not performed during this inspection. Remarks: Remarks: Remarks: Remarks: Remarks:

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES Page 4 of 4

49	Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□ No	□ N/A	Remarks:
50.	Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	Yes	☐ No	⊠ N/A	Remarks: Task not performed during this inspection.
	Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks: Coordinator receives payment in full before conducting services. Policy procedures are followed thereafter.
52.	Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□ No	⊠ N/A	Remarks: Task not performed during this inspection.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1 of 2

Command:	Division:	Chapter:
Santa Cruz	Coastal	8
Inspected by:	Date:	
SSA Gomez, #/	9/14/2009	

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION Division Level Command Level Executive Office Level		TOTAL HOURS EXPEND INSPECTION: 3 hours	ED ON THE	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:	Forwa	rd to: OINS		
☐ Yes	Due D	ate: 8/14/2009		Andrew Carlo
Chapter Inspection: Chapter	8 Com	mand Reimbursab	le Services	The state of the s
Inspector's Comments Regar	ding Ir	novative Practices		
None Command Suggestions for St	tatewic	e Improvement:	- N N. S. (I)	
None				
Inspector's Findings:			100000	

In regards to Question 23—Is the original CHP 465 (Reimbursable Services Agreement) signed and filed at Area?—The Area was sending an Original and one copy of the RSA to Fiscal Management Section; however, upon reviewing policy, the Area will now keep the Original RSA on file for their records. Also, during the inspection it was identified the Area did not maintain a CHP 466, *Reimbursable Services Control Log*. This procedure has been corrected as of 9/15/2009; Area is now in compliance with policy. Upon completion of this Chapter 8 inspection report, Santa Cruz Area is in compliance.

STATE OF CALFORNA DEPARTMENT OF CALFORNA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 2 of 2

Command: Santa Cruz	Division: Coastal	Chapter: 8
Inspected by: SSA Gomez, #A12534		Date: 9/14/2009

Commander's Response: Concur o	r Do Not Concur (Do Not Concur sh	nall document basis for response)
Inspector's Comments: Shall address non etc.)	concurrence by commander (e.g., finding	s revised, findings unchanged,
7.0.7		
		The second secon
Required Action		
Corrective Action Plan/Timeline		
None		
Notice		
-		
Employee would like to discuss this report with the reviewer.	COMMANDER'S SIGNATURE	DATE
(See HPM 9.1, Chapter 8 for appeal procedures.)	C. Homego,	
	INCOLOTOBIO GIOVA	9-24-09
The state of the s	INSPECTOR'S SIGNATURE	9-24-09 DATE
	S. M. Juman	9-24-07 DATE 9/24/2009
Reviewer discussed this report with employee Concur	INSPECTOR'S SIGNATURE	9-24-09 DATE 9/24/2009 DATE 9/24/09

Page

1 of 4

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command: Hollister- Gilroy	Division: Coastal	Number:
Evaluated by: Sgt. Dav	Date: 9-11-09	
Assisted by:Officer Chris Gallego		Date:9-11-09

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Inspe	ector's Signatu	ire:		
☐ Division Level x	Command Level					
Office of Inspections] Voluntary Self-Inspection					
Follow-up Required:	☐ Follow-Up Inspection BY:	Commander's Signature: Date:				Date:
For applicable policies, refer to	HPM 11.1, Chapter 20.					
Note: If a "No" or "N/A" box is che		shall be ut	ilized for ex	planation		
 Does the command have sensure that a CHP 735, In Reimbursement Statemen arrest that meets the cost 	cident Response t, is prepared for each recovery criteria?	x Yes	□No	□ N/A	Remarks:	
2. What are these procedure 735 Prepared by arresting Officer. AIS entry (collision screen) indicati inveatigation/incident is forwarded processing. Court Officer checks screen. If 735 requirements (A or Officer makes an entry in the notes the 735 and forwards to FMS. A crass's which are in a suspense mor quarterly outstanding list of 735 who have a command between the command betwee	735 attached to investigation of in the comments section of to a Sgt. Sgt reviews 735 and the 735 and 415's for accuracy are met, the 735 is forwards section of AIS when this is a copy of the 735 and 415's are de are kept in a locked file draich are provided by FMS.	a 735 has d 415's fo cy. Court ded to the accomplish retained a	been gener r accuracy Officer upd Clerical Suned. Cleric tt the Area i	rated. After and forwar ates AIS in pervisor frall Superv nal Superv nal 735 fo	er Al review, rds to the Conther the DUI conther the C	, 735 and ourt Officer for ost information essing. Court tes her portion of eked file cabinet.
Does the command have a assigned to process all CH	P 735 forms?	x Yes	☐ No	□ N/A	Remarks:Cou Gallego	urt Officer. Officer Chris
If the answer to question 3 the responsibility of proces listed in their job descriptio	sing all CHP 735 forms	x Yes	□No	□ N/A	Remarks:	

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

5.	Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	x Yes	☐ No	□ N/A	Remarks:
6.	to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal)	x Yes	□No	□ N/A	Remarks:
7.	Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates?	x Yes	□ No	□ N/A	Remarks:
	 The date of BAC results of =.08% were received The date of BAC results of =.04% were received for a commercial driver 				
8.	Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained	x Yes	□No	□ N/A	Remarks:
9.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	x Yes	□ No	□ N/A	Remarks:
	If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	x No	□ N/A	Remarks: All information is logged in the comments section of AIS.
11.	Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	x Yes	□ No	□ N/A	Remarks:
12.	Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	X Yes	□ No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	☐ Yes	x No	□ N/A	Remarks: Officers indicate billable time with defendants name in line entry on 415.		
 14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time 	x Yes	□No	□ N/A	Remarks:		
On-Scene Investigation Follow-up Investigation Report Writing						
Vehicle StorageCall BackField Sobriety Testing						
 Transportation Booking Chemical Testing Traffic Control 						
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	x Yes	□ No	□ N/A	Remarks:		
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	x Yes	☐ No	□ N/A	Remarks:		
17. Is a copy of the CHP 735 being retained at the command and filed?	x Yes	□No	□ N/A	Remarks:		
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	☐ Yes	x No	□ N/A	Remarks:		
19. In the absence of a CHP 735A, how is the command tracking the DUI Cost Recovery Program? AIS is utilized as the tracking mechanism (arrest screen, DUI cost)						
 20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information 	☐ Yes	x No	□ N/A	Remarks:		
 Violation Information Court Information FMS Information BAC test results 						

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

	21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	☐ Yes	x No	□ N/A	Remarks: Open cases remain in suspense until a court decision is rendered.		
	22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	☐ Yes	☐ No	x N/A	Remarks: not utilized.		
	23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	x Yes	□ No	□ N/A	Remarks: If a dispute memo causes review by Area and amount is less than originally indicated, a new 735 and memo are sent to FMS explaining changes in billable hours.		
	24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	x Yes	□ No	□ N/A	Remarks:		
Qu	Question 25 pertains to Fiscal Management Section.						
	25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□ No	□ N/A	Remarks:		

Page 1 of 4

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command:	Division:Coastal	Number:
Hollister-Gilroy		
Evaluated by:		Date:
Sgt. Dave Hill		9-11-09
Assisted by:		Date:
		1

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Inspe	ctor's Signatu	ıre:		
☐ Division Level x	Command Level					
☐ Office of Inspections ☐	Voluntary Self-Inspection					
Follow-up Required: ☐ Yes ☐ No	☐ Follow-Up Inspection BY:	Commander's Signature: Date:				
For applicable policies, refer to l	HPM 11.1, Chapter 6.					
Note: If a "No" or "N/A" box is chec	ked, the "Remarks" section	shall be ut	ilized for ex	kplanation		
Prior to the performance of contracting party informed services, departmental equipmental equipment cancellation policy?	of the rates charged for	x Yes	☐ No	□ N/A	Remarks:	
Does the billing rate include expenses such as uniform	or equipment damage?	x Yes	☐ No	□ N/A	Remarks:	
3. When a safety service is pr agency, is the agency's five obtained?	e-digit billing code	☐ Yes	□ No	x N/A	Remarks Ha task.:	ve not performed this
Is the billing code document Services Billing Memorande		☐ Yes	☐ No	x N/A	Remarks: Ha	ave not performed this
5. Is \$50 charged for each CH assigned to the detail if the less than 24 hours prior to the second control of	cancellation notification is	x Yes	□No	□ N/A	Remarks:	
Is a minimum payment of 4 when employee(s) could no cancellation of their service	ot be notified of the (s)?	x Yes	□No	□ N/A	Remarks:	
 Is information regarding the necessary right-of-way clea requirements, and other pe available to inquiring parties 	rances or permits, local rtinent information made	x Yes	□No	□ N/A	Remarks:	
8. Are written requests for spetthe appropriate command?		x Yes	□ No	□ N/A	Remarks:	
Are traffic control services lapproved by Division?		x Yes	☐ No	□ N/A	Remarks:	
 Are traffic control services of more approved by the Office 	e of the Commissioner?	x Yes	☐ No	□ N/A	Remarks:	
 Are extraordinary protective Assistant Commissioner, Fi 		☐ Yes	□No	x N/A	Remarks: Ha	ave not performed this

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Questions 12 through 17 pertain to collecting advance dep	osits.	7		
12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	x Yes	□No	□ N/A	Remarks:
13. Is a CHP 465 form completed in accordance with policy?	x Yes	□No	□ N/A	Remarks:
14. Are advance payments collected from the contracting company prior to the start of the service?	x Yes	□No	□ N/A	Remarks:
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	x Yes	☐ No	□ N/A	Remarks:
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	x Yes	□No	□ N/A	Remarks:
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	x Yes	□No	□ N/A	Remarks:
Questions 18 through 31 pertain to the preparation of agre	ements.			
18. Is a CHP 466 maintained?	x Yes	□ No	□ N/A	Remarks:
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	x Yes	□ No	□ N/A	Remarks:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	x Yes	□No	□ N/A	Remarks:
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	x Yes	□No	□ N/A	Remarks:
22. Are sequential numbers not matching Billing Memorandums reconciled?	x Yes	☐ No	□ N/A	Remarks:
23. Is the original RSA signed and filed at Area?	x Yes	☐ No	□ N/A	Remarks:
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	x Yes	□No	□ N/A	Remarks:
25. Is the indemnification clause included in the agreement when requested?	☐ Yes	☐ No	x N/A	Remarks: Have not performed this task.
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	☐ Yes	□No	x N/A	Remarks: Have not performed this task.
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	x Yes	□No	□ N/A	Remarks:
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□No	x N/A	Remarks: Have not performed this task.
29. Are dignitary protection services referred to the Office				Remarks:

Page

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

	of Dignitary Protection?	x Yes	☐ No	□ N/A	
30	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	☐ Yes	□No	x N/A	Remarks: Have not performed this task.
31	. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	Yes	☐ No	x N/A	Remarks: Have not performed this task.
Quest	ions 32 through 38 pertain to training agreement pro	cedures a	nd reporti	ng for se	rvices provided.
32	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	□No	x N/A	Remarks Have not performed this task.
33.	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	x Yes	□ No	□ N/A	Remarks:
34.	Are copies of CHP 467 forms forwarded to the next level of review?	x Yes	□No	□ N/A	Remarks:
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	x Yes	□No	□ N/A	Remarks:
	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	x No	□ N/A	Remarks:
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	x Yes	□No	□ N/A	Remarks:
38.	Are outstanding items being inspected and resolved?	x Yes	□No	□ N/A	Remarks:
	ons 39 through 52 pertain to extraordinary protectiv projects.	e services	and repo	rt of over	time hours for reimbursable
39.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□No	x N/A	Remarks: Have not performed this task.
	Is a reimbursable special project code obtained on every contractual service?	x Yes	□No	□ N/A	Remarks:
	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	x Yes	□ No	□ N/A	Remarks: Clerical
42.	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	x Yes	□ No	□ N/A	Remarks: Clerical
	Are all corrections noted on the overtime report(s)?	x Yes	☐ No	□ N/A	Remarks: Clerical
	Are overtime reports approved and dated by the commander after reconciling?	x Yes	□No	□ N/A	Remarks:
45.	Is the original overtime report(s) forwarded to FMS?	x Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	x Yes	□No	□ N/A	Remarks: Clerical
47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	x Yes	□No	□ N/A	Remarks: Clerical
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	x Yes	☐ No	□ N/A	Remarks: Clerical
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	x Yes	☐ No	□ N/A	Remarks: Clerical
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	x N/A	Remarks: Have not performed this task.
51. Are all payments made directly to FMS?	x Yes	□No	□ N/A	Remarks: Clerical
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	x Yes	□No	□ N/A	Remarks:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM

CHAPTER 8 COMMAND DUI COST RECOVERY Page 1 of 3

Command: Hollister-Gilroy	Division: Coastal	Number: 725
Evaluated by: J. Orlett, #119	40	Date: 9/14/2009
Assisted by: A. Carrillo, #11		Date: 9/14/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up inspection, the "Follow-up inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Insp	ector's Signal	lure:	1		
☑ Division Level	Command Level	1.	9.0	rlet			
Office of Inspections	☐ Voluntary Self-Inspection	(
FOLLOW-UP REQUIRED:	☐ Follow-Up Inspection	Command	ier's Signatur	9:		Date:	
☐ Yes	BY:	M.O. DELANEY 9-22-05					
For applicable policies, refer	to HPM 11.1, Chapter 20.	ter 20.					
Note: If a "No" or "N/A" box is o		shall be u	tilized for e	xplanation		120 1 Sec. 1	
Does the command have ensure that a CHP 735 Reimbursement Statem arrest that meets the command are these procedures. What are these procedures.	Incident Response nent, is prepared for each ost recovery criteria?	⊠ Yes	□No	□ N/A	Remarks:		
CHP 735 are prepared by the arresting officer and attached to the investigation and then forwarded to the Accident Investigation Review Officer (AIRO). The AIRO makes an Area Information System (AIS) entry on the Collision screen indicating in the comment section a CHP 735 has been generated. After AIRO review, the CHP 735 and collision investigation are forwarded to a sergeant for review. The sergeant reviews the CHP 735 and associated CHP 415s for accuracy and then forwards the forms to the Court Officer for processing. The Court Officer checks the CHP 735 and CHP 415s for accuracy. The Court Officer updates AIS in the DUI Cost Information screen. Once Section A requirements are met, the CHP 735 is forwarded to the Office Services Supervisor (OSS) for final processing. The Court Officer makes an entry in the notes section of the AIS when this is accomplished. Open cases (Section B requirements) remain in suspense until a court decision is rendered. Forms are kept in a locked file drawer in the Court Officer's desk. The Court Officer reviews the quarterly outstanding list of CHP 735 which are provided by FMS.							
Does the command hav assigned to process all	e a specific employee(s) CHP 735 forms?	⊠ Yes	□ No	□ N/A	Remarks: Co Gallego	ourt Officer, Officer	
listed in their job descrip	essing all CHP 735 forms tion or any other document?	⊠ Yes	□ No	□ N/A	Remarks:		
criteria in either Section	MS) properly with completed A or Section B of the form?	⊠ Yes	□ No	□ N/A	Remarks:		
to facilitate notification of meeting the requirement Influence (DUI) Cost Red involve cases where the • A Blood Alcohol Con • A chemical test is po	a a suspense system in place f a conviction involving cases s of the Driving Under the covery Program? This would following criteria applies: tent (BAC) under .08% sitive for drugs only ng BAC test of drug test	⊠ Yes	□ No	□ N/A	Remarks:		

INSPECTION PROGRAM

CHAPTER 8 COMMAND DUI COST RECOVERY Page 2 of 3

			202100-1202		
 7. Are CHP 735 forms completed based of Section A of the form being for within ten business days from one dates? The date of BAC results of =. for a commercial driver 	warded to FMS of the following 08% were received 04% were received	⊠ Yes	□No	□ N/A	Remarks:
 8. Are CHP 735 forms completed bath of Section B of the form being forwhithin ten business days from being conviction of California Vehicle Security 23153, or greater offence as a rest following? The person arrested refused the chemical test The arrest was for drugs only A BAC of < .08% was obtained 	warded to FMS ng notified of a ections 23152 or sult of one of the to provide a	⊠ Yes	□No	□ N/A	Remarks:
 Is the Itemized Staff Hours section completed as required in Highway 11.1, Administrative Procedures N includes hours for all employees a incident? 	Patrol Manual Manual, and	⊠ Yes	□No	□ N/A	Remarks:
10. If the person arrested is transient, entered into the CHP 735A, Case Recovery Program, without forwar to FMS?	Log-DUI Cost ding the CHP 735	⊠ Yes	□ No	□ N/A	Remarks: All information is logged in the comments section of AIS.
 Are staff hours involved in the incited the CHP 735 to the nearest ten mit 		⊠ Yes	□No	□ N/A	Remarks:
12. Do the total number of staff hours CHP 735 agree with the appropria Field Record?	te CHP 415, Daily	⊠ Yes	□No	□ N/A	Remarks:
13. Does the Notes portion of the CHI billable DUI time when the CHP 4° than one activity?	P 415 indicate the 15 includes more	⊠ Yes	☐ No	□ N/A	Remarks: Officers indicate billable time with defendant's name in line entry on 415.
 14. Are the staff hours incurred by me Department for the following activition an incident meeting the criteria for included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control 15. Are the staff hours for officers-in-c 	ties associated with DUI cost recovery	⊠ Yes	□ No	□ N/A	Remarks:
15. Are the staff hours for officers-in-c lieutenants, or captains listed on th time spent performing the activities	e CHP 735 for	⊠ Yes	□ No	□ N/A	Remarks:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM

CHAPTER 8 COMMAND DUI COST RECOVERY Page 3 of 3

12 of this checklist and not exclusively supervisory tasks?				
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□No	□ N/A	Remarks:
17. Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□ No	□ N/A	Remarks:
18. Is the command utilizing the optional CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	☐ Yes	⊠ No	□ N/A	Remarks: Refer to #19 below.
19. In the absence of a CHP 735A, how is the command to	acking the	DUI Cost	Recovery	Program?
AIS is utilized as the tracking mechanism (arrest screen	, DUI cost)			
20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system?	☐ Yes	⊠ No	□ N/A	Remarks: AIS is used in conjunction with the court documents
Defendant Information				
 Violation Information 				
 Court Information 				
 FMS Information 				
BAC test results				
21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	☐ Yes	⊠ No	□ N/A	Remarks: Open cases remain in suspense until a court decision is rendered.
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	☐ Yes	□No	⊠ N/A	Remarks: Electronic system used.
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	⊠ Yes	□ No	□ N/A	Remarks:
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
Question 25 pertains to Fiscal Management Section.		70	- TI	Li police
25. Is FMS reviewing the CHP 735 forms for		-24	(X.m.)	THE THE PARTY OF T
completeness of information and returning deficient	☐ Yes	□ No	⊠ N/A	Remarks: Pertains to FMS.

STATE OF CALIFORNIA Division: Chapter: DEPARTMENT OF CALIFORNIA HIGHWAY PATROL Command: **COMMAND INSPECTION PROGRAM** 8 Hollister-Gilroy Coastal Inspected by: Date: **EXCEPTIONS DOCUMENT** 09/14/2009 J. Orlett, #11940 Page 1 of 2

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION ☑ Division Level ☐ Command L ☐ Executive Office Level	.evel	TOTAL HOURS EXPEND INSPECTION: 2 hours	ED ON THE	☐ Corrective Action Plan Included☐ Attachments Included
Follow-up Required:	Forwa	ird to: OINS		
□Yes ⊠ No	Due D	Pate: 8/14/2009		
Chapter Inspection:	347 U	The Land Control of		
Inspector's Comments Rega	rding Ir	nnovative Practices		
None				
Command Suggestions for S	tatewic	de Improvement:		10.47.40.50.00 Table 10.47.40.00 Table 10.47.40.
None				

Area documents billable DUI-cost-recovery time appropriately on the CHP 415 and is currently submitting in CHP 735s to FMS within 10 days. Area is in compliance with applicable policy and law pertaining to DUI Cost Recovery.

Inspector's Findings:

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL COMMAND INSPECTION PROGRAM

Command: Division: Chapter: Hollister-Gilroy Coastal 8

EXCEPTIONS DOCUMENT Page 2 of 2	Inspected by: J. Orlett, #11940	Date: 09/14/2009
Commander's Response: 🔀 Concur or	Do Not Concur (Do Not Concur shall doc	ument basis for response)
	187	
	4	
Inspector's Comments: Shall address non-co	ncurrence by commander (e.g.: findings revisu	ed findings unchanged
etc.)	——————————————————————————————————————	50; money anonengou,
Required Action		
Corrective Action Plan/Timeline		
N/A		
11.477.5		
	*	
		*
Employee would like to discuss this report with	COMMANDER'S SIGNATURE	LOATE
the reviewer.	222	G-22-09
(See HPM 9.1, Chapter 8 for appeal procedures.)	MSPECTOR'S SIGNATURE	9-22-09 DATE
	J. E. Wilett	9-22-09
Reviewer discussed this report with employee	EVIEWER'S SIGNATURE	DATE
☐ Concur ☐ Do not concur	15.7/1	9.63.09

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
CHAPTER 8
COMMAND REIMBURSABLE SERVICES
Page 1 of 4

Command: Hollister-Gilroy	Division: Coastal	Number: 725
Evaluated by: SSA J. Gomez,	#A12534	Date: 9/14/2009
Assisted by: Sgt. A. Carrillo,	#11324	Date: 9/14/2009

INSTRUCTIONS: Answer Individual Items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up inspection, the "Follow-up inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF	INSPECTION		Lead Insp	ector's Signat	ure:			
⊠ Div	vision Level	Command Level	5	mr	1,0,0	For		
☐ Off	fice of Inspections	☐ Voluntary Self-Inspection	S.M. Herman For					
Follow	v-up Required:	☐ Follow-Up Inspection	Command	er's Signature) :		Date:	
☐ Ye	s 🛛 No	BY:	M.	0,60	DELA	nap	9-24-09	
	pplicable policies, refer t							
		ecked, the "Remarks" section	shall be u	tilized for e	xplanation			
	services, departmental ecancellation policy?	d of the rates charged for quipment usage, and	⊠ Yes	□ No	□ N/A	Remarks:		
2.	Does the billing rate inclue expenses such as uniform	n or equipment damage?	⊠ Yes	☐ No	□ N/A	Remarks:	- Art in the Art was	
3.	agency, is the agency's fi obtained?	ve-digit billing code	☐ Yes	□No	⊠ N/A	Remarks: Tinspection.	ask not performed during this	
4.	Is the billing code docume Services Billing Memoran	ented on the Reimbursable dum?	☐ Yes	□No	⊠ N/A	Remarks: T	ask not performed during this	
5.	Is \$50 charged for each C assigned to the detail if the less than 24 hours prior to	e cancellation notification is	⊠Yes	□No	□ N/A	Remarks:		
6.	Is a minimum payment of when employee(s) could cancellation of their service		⊠ Yes	□ No	□ N/A	Remarks:	•	
7.	Is information regarding the necessary right-of-way clear requirements, and other pavailable to inquiring parti	earances or permits, local ertinent information made	⊠ Yes	□No	□ N/A	Remarks:		
8.	Are written requests for sy the appropriate command		⊠ Yes	□No	□ N/A	Remarks:		
	Are traffic control services approved by Division?		⊠ Yes	□ No	□ N/A	Remarks:		
10.	Are traffic control services more approved by the Offi	estimated to be \$50,000 or ce of the Commissioner?	⊠ Yes	□No	□ N/A	Remarks:		
11.	Are extraordinary protective Assistant Commissioner, I	e services approved by the Field?	☐ Yes	☐ No	⊠ N/A	Remarks: Ta	ask not performed during this	

INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES Page 2 of 4

Questi	ons 12 through 17 pertain to collecting advance de	posits.			
	Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	□No	□ N/A	Remarks:
	Is a CHP 465 form completed in accordance with policy?	⊠ Yes	□ No	□ N/A	Remarks:
	Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	☐ No	□ N/A	Remarks:
	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	☐ No	□ N/A	Remarks:
	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□No	□ N/A	Remarks:
	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	☐ No	□ N/A	Remarks:
Questic	ons 18 through 31 pertain to the preparation of agre	ements.			
18.	Is a CHP 466 maintained?	1		The state of the s	
			☐ No	□ N/A	Remarks:
	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	☐ Yes	□ No	⊠ N/A	Remarks: Log number assigned by Coastal Division; may or may not start with sequential number 001.
	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	□No	□ N/A	Remarks:
	Are sequential numbers not matching Billing Memorandums reconciled?	⊠ Yes	□No	□ N/A	Remarks:
	Is the original RSA signed and filed at Area?		□No	□ N/A	Remarks:
; !	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the indemnification clause included in the agreement when requested?	☐ Yes	□ No	⊠ N/A	Remarks: Task not performed during this inspection.
8	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	☐ Yes	□ No	⊠ N/A	Remarks: Task not performed during this inspection.
(If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	⊠ Yes	□ No	□ N/A	Remarks:
(s a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	⊠ Yes	□ No	□ N/A	Remarks:
C	Are dignitary protection services referred to the Office of Dignitary Protection?	☐ Yes	□No	⊠ N/A	Remarks: Task not performed during this inspection.
f	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	☐ Yes	□No	⊠ N/A	Remarks: Task not performed during this inspection.

INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES Page 3 of 4

31	. When state agencies are requesting a statewide agreement, are they referred to Enforcement	☐ Yes	□No	⊠ N/A	Remarks: Task not performed during this inspection,
_	Services Division, Field Support Section?			ACTUAL PROPERTY.	
Quest	ions 32 through 38 pertain to training agreement pro	cedures a	ina report	ing for se	rvices provided.
32	. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	□ No	⊠ N/A	Remarks: Task not performed during this inspection.
33	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□ No	□ N/A	Remarks:
34	Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□No	□ N/A	Remarks:
35	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	⊠ Yes	□ No	□ N/A	Remarks:
	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	⊠ No	□ N/A	Remarks: Log maintained by Division
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□ No	□ N/A	Remarks: Procedure corrected.
	Are outstanding items being inspected and resolved?	⊠ Yes	☐ No	□ N/A	Remarks:
	ons 39 through 52 pertain to extraordinary protectiv I projects.	e services	and repo	rt of over	time hours for reimbursable
39.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□No	⊠ N/A	Remarks: Task not performed during this inspection.
40.	Is a reimbursable special project code obtained on every contractual service?	⊠ Yes	□ No	□ N/A	Remarks:
41.	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	☐ No	□ N/A	Remarks:
	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□No	□ N/A	Remarks:
43.	Are all corrections noted on the overtime report(s)?	⊠ Yes	□No	□ N/A	Remarks:
44.	Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□No	□ N/A	Remarks:
	Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□ No	□ N/A	Remarks:
-014	Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	⊠ Yes	□ No	□ N/A	Remarks:
	Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	□ No	□ N/A	Remarks:
48.	Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	☐ Yes	□ No	⊠ N/A	Remarks: Division Level. Area not involved in this process.

INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES Page 4 of 4

re	s a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□ No	□ N/A	Remarks:
р	s an amendment of service agreement requested prior to the fund being depleted, and if necessary, is he service discontinued?	☐ Yes	□No	⊠ N/A	Remarks: Task not performed during this inspection.
51. A	Are all payments made directly to FMS?	⊠ Yes	□ No	□ N/A	Remarks: Coordinator receives payment in full before conducting services. Policy procedures are followed thereafter.
р	Does the command require delinquent companies to pay outstanding invoices in full prior to providing any uture services?	☐ Yes	□ No	⊠ N/A	Remarks: Task not performed during this inspection.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1 of 2

Command:	Division:	Chapter:
Hollister-Gilroy	Coastal	8
Inspected by:		Date:
SSA Gomez - #	9/14/2009	

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION Division Level Command L Executive Office Level	evel	TOTAL HOURS EXPEND INSPECTION: 3 hours	ED ON THE	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:	Forwa	rd to: OINS		
☐ Yes ☑ No	Due D	ate: 8/14/2009		
Chapter Inspection: Chapter	8 Com	mand Reimbursab	le Services	
Inspector's Comments Regar	rding Ir	nnovative Practices);	
None				
Command Suggestions for S	tatewic	le Improvement:		
None				
Inspector's Findings:				

In regards to Question 36—Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?—The Area has corrected this procedure as of 9/15/2009 and will email their Control Log to the Division Coordinator by the 15th of every month. Upon completion of this Chapter 8 inspection report, the Hollister-Gilroy Area is in compliance.

STATE OF CALIFORNIA
DE PARTIMENT OF CALIFORNIA HICHWAY PATROL

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Command: Hollister-Gilroy	Division: Coastal	Chapter: 8
Inspected by: SSA Gomez - #A12534		Date 9/14/2009

Page 2 of 2	33A Gomez - #A12334	3/1-4/2003
Commander's Response. Concur or Do N	ot Concur (Do Not Concur shall document	basis for response)
Inspector's Comments: Shall address non concurren	ce by commander (e.g., findings revised, find	Jings unchanged,
etc ₂	· · · · · · · · · · · · · · · · · · ·	2
Required Action		
Corrective Action Plan/Timeline	T	
None		

Employee would like to discuss this report with the reviewer (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE MOSS SIGNATURE NSPECTOR'S SIGNATURE C. M. M. L.	DATE 9 24 09
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
employee Concur Do not concur	8-7/	9/14/09

Memorandum

Date:

September 22, 2009

To:

Coastal Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Coastal Division

File No.:

701.13808

Subject:

COMMAND INSPECTION PROGRAM, HPM 22.1, CHAPTER 8, COMMAND

REIMBURSABLE SERVICES AND DUI COST RECOVERY—GILROY

INSPECTION FACILITY EXEMPTED

With the concurrence of the Facility commander, Lieutenant M. Delaney, no formal Chapter 8 inspection was conducted at the Gilroy Inspection Facility during the second quarter of 2009. The Facility does not participate in reimbursable services contracts or the DUI cost recovery program. Involvement by Facility personnel in either program is ancillary in nature and associated paperwork handled by one of the adjoining Area offices.

S. M. NEUMANN, Sergeant

cc: Gilroy Inspection Facility

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY
Page 1 of 3

Command: Monterey	Division: Coastal	Number: 730	
Evaluated by: K. Sonniksen,	Date: 9/15/2009		
Assisted by: C. Bonilla, #15965		Date: 9/15/2009	

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION	Lead Insp	ector's Signat	ure:		
☑ Division Level ☐ Command Level	1	5	4	15088	
☐ Office of Inspections ☐ Voluntary Self-Inspection	16	Immela		75000	
Follow-up Required:	Command	er's Signature):	/	Date:
	W	· Jours	an	(4))	9-22.09
For applicable policies, refer to HPM 11.1, Chapter 20.					
Note: If a "No" or "N/A" box is checked, the "Remarks" section	n shall be u	tilized for ex	xplanation		····
 Does the command have sufficient procedures to ensure that a CHP 735, Incident Response Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria? 	⊠ Yes	□ No	□ N/A	Remarks:	
2. What are these procedures? The arresting officer is required to fill out an Area-spect 216 / INCIDENT COVERSHEET" (copy attached). The crequired for each type of arrest / incident encountered. to a DUI report when the report is generated as a responsarresting officer to include copies of Automated CHP 4 CHP 735 is filled out properly.	oversheet in Officers ar Inse to an in	ncludes che re further re acident. Ins	eck boxes quired to t tructions	which indica fill out the Cl on the check	nte the forms HP 735 and attach it dist advise the
Does the command have a specific employee(s) assigned to process all CHP 735 forms?	⊠ Yes	□ No	□ N/A	Remarks:	
4. If the answer to question 3 of this checklist is yes, is the responsibility of processing all CHP 735 forms listed in their job description or any other document?	⊠ Yes	□No	□ N/A	Remarks:	
 Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form? 	⊠ Yes	□ No	□ N/A	Remarks:	
 6. Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal) 	⊠ Yes	□No	□ N/A	Remarks:	
7. Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates?	☐ Yes	⊠ No	□ N/A	processing o	gnificant delays in the f CHP 735s were noted. nave been due to court

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

Page 2 of 3

 The date of BAC results of =.08% were received The date of BAC results of =.04% were received for a commercial driver 				officer vacation as the court officer is the only person authorized by DOJ to open blood test result envelopes. Also it was noted that oftentimes officers fail to attach a CHP 735 to a qualifying arrest report. Delays are encountered when officers must complete a CHP 735 after the fact as it is more difficult to get copies of CHP 415s.
 8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained 	⊠ Yes	□No	□ N/A	Remarks:
9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□No	□ N/A	Remarks:
10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	☐ No	⊠ N/A	Remarks: No transient files were found or inspected for the time frame audited.
11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks:
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□No	□ N/A	Remarks: Of the numerous CHP 735 forms inspected, one CHP 735 did not match the 415's by ten minutes.
13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	⊠ Yes	☐ No	□ N/A	Remarks: Time is broken down in the ACTIVITY / COMMENTS section of the CHP 415.
 14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control 15 Are the staff hours for officers in charge correcate 	⊠ Yes	□No	□ N/A	Remarks:
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question	⊠ Yes	☐ No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY
Page 3 of 3

9					
	12 of this checklist and not exclusively supervisory tasks?				
16	. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□ No	□ N/A	Remarks:
17	. Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□No	□ N/A	Remarks:
18	Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□No	□ N/A	Remarks:
19	. In the absence of a CHP 735A, how is the command tr	racking the	DUI Cost	Recovery	Program?
	N/A				
20	Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system?	⊠ Yes	☐ No	□ N/A	Remarks:
	Defendant Information				
	Violation Information				
	Court Information FMS Information				
	FMS InformationBAC test results				
21	Are cases not resulting in a conviction within 12			ļ	
۷1.	months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	□ No	□ N/A	Remarks:
22.	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	□No	□ N/A	Remarks:
	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	⊠ Yes	□No	□ N/A	Remarks:
	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks: The most common deficiency is the delay in processing qualifying CHP 735s to FMS in a timely manner. Copy of Memo from FMS dated April 15, 2009, attached.
Questi	on 25 pertains to Fiscal Management Section.		Tower and		
25.	Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□No	⊠ N/A	Remarks: Pertains to FMS.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1 of 2

Command:	Division:	Chapter:
Monterey	Coastal	8
Inspected by:		Date:
K. Sonniksen,	# 15088	9/15/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

improvement, identified deficiencies, coi	rrective a	action plans. A CHP 51 N	temorandum may be	used if additional space is required.
TYPE OF INSPECTION Division Level Command L	ovol	TOTAL HOURS EXPEND INSPECTION:	ED ON THE	☑ Corrective Action Plan Included
	evei	3 hours		
☐ Executive Office Level		3 flours		Attachments meladed
			,	
Follow-up Required:	Forwa	rd to: OINS		
	Due D	eate: 8/14/2009		
⊠ Yes □ No	Buo B	0// 1/2000		
Chapter Inspection:	e esta			Strain Company of Strain (Strain)
			action of the secondary of the secondary	
Inspector's Comments Regar	rding Ir	nnovative Practices	5:	
it guides specifically in the	approp	oriate form complet		, but is of particular interest since t recovery incidents.
Command Suggestions for S	tatewic	de Improvement:		
None				
Inspector's Findings:				

Area's average for submission of CHP 735s to FMS exceeded 10 working days. Area is aware of the need to expedite the processing of CHP 735 and associated CHP 415s in order to come into compliance with the 10-day requirement. Additionally, then need for sergeants to perform a diligent review of all arrests which are a result of a response to an incident and ensure that all forms are filled out and turned in a timely manner was discussed.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 2 of 2

Command:	Division:	Chapter:			
Monterey	Coastal	8			
inspected by:					
K. Sonniksen,	#15088	9/15/2009			

Commander's Response: Concur or Do Not Concur (Do Not Concur shall document basis for response)
Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)
Required Action
Corrective Action Plan/Timeline
Coastal Division will follow-up in one month to ensure the following are implemented:

- 1. Area will strive for 100% submission of CHP 735s to FMS with the 10 working day requirement. In order to accomplish this task, Area must expedite CHP 415 processing.
- 2. Area will ensure sergeants diligently review all arrests involving DUI cost recovery to ensure both CHP 415 and CHP 735 are completed properly and then submitted in a timely manner.

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	9-22.9
	INSPECTOR'S SIGNATURE	9-23-09
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
employee Concur Do not concur	8-21-1	64.54.69

Memorandum

Date:

April 15, 2009

APR 2 0 2009

To:

Monterey Area - 730

Attention: Captain M. S. Lynch

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Fiscal Management Section

File No.:

71.A12567

Subject:

SUBMISSION OF CHP 735 "INCIDENT RESPONSE"

The attached DUI Cost Recovery Program report lists all CHP 735s, "Incident Response Reimbursement Statement," posted to the system between January 1 and March 31, 2009. The report will assist you in monitoring the length of time it currently takes to submit a CHP 735. Your review of this report will also assure you that documents submitted by your command are received and processed by the Fiscal Management Section (FMS). Current policy states that CHP 735s are to be submitted to FMS within ten business days after supporting BAC test results are received, or within 10-days of the conviction date without a supporting BAC or if the arrest was for a drug-related DUI.

The report notes arrest or conviction, received in FMS, billed, receipt of BAC results, and submission dates to FMS. It also provides the number of days between the BAC results received date, conviction date, and the date the CHP 735 was received in FMS for each CHP 735. Noted at the end of the report is the total amount billed, total number of invoices billed and the average number of days between the date the BAC results are received, or conviction date, and the date received in FMS.

If you have questions regarding the data reflected in this report, please contact Ms. Julie Martin of the Reimbursable Services Unit at (916) 375-2776 or E-mail JGMartin.

Commander

Attachment

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

735 Area Statistics

Time Period 1/1/2009 - 3/31/2009



	Angelia de la companya de la company	Mark of the state of the	20 10077000000	e) = 0 10 10 10 10 10 10 10 10 10 10 10 10 1			30 - MONTE	REY		
#	Invoice Number	Arrest Date	Conviction Date	Date Rec'd In Accounting	Date Billed	# Days From BAC Or Conv. To Rec'd	BAC Results Rec'd Date	Submitted To Accounting Date	Name	
18	131715	2/28/2009		3/5/2009	4/3/2009			3/4/2009		Amount
2	130533	12/17/2008		1/13/2009	2/27/2009	· · · · · · · · · · · · · · · · · · ·			dun Carlos Ruias Gaylon	\$476.0
3	131528	10/10/2008		2/26/2009	4/2/2009			2/23/2000	Manyle Gisslak	\$420.0
4	130532	1/17/2009		1/13/2009	2/27/2009	0	1/17/2009	-		\$396.0
5	131716	3/1/2009		3/5/2009	4/3/2009	0	3/1/2009		Charles Mendela Bowers	\$504.0
6	130176	12/16/2008		1/21/2009	2/19/2009	5	1/12/2009		المستقلية	\$378.0
7	130177	12/18/2008		1/21/2009	2/19/2009	5	1/12/2009		Sema Alicia Jauregiui	\$294.0
8	131515	1/16/2009		2/26/2009	4/2/2009	6			Market Control of the	\$854.0
9	131517	1/15/2009		2/26/2009	4/2/2009	6	2/16/2009		Japa Do Jasus Androvie	\$756.0
10	131519	1/11/2009		2/26/2009	4/2/2009	6	2/16/2009		Darid C Culius	\$1,540.0
11	131523	12/26/2008		2/26/2009	4/2/2009	6	2/16/2009		E	\$434.0
12	131521	12/30/2008		2/26/2009	4/2/2009	6	2/16/2009	2.20.2000	Cody A Hansen	\$924.0
13	131518	1/11/2009		2/26/2009	4/2/2009	6	2/16/2009		Pavid P Ramos	\$756.0
14	130174	12/7/2008		1/21/2009	2/19/2009	7	2/16/2009		Jeggica May Sayre	\$630,0
15	130175	11/13/2008		1/21/2009	2/19/2009		1/10/2009		Jesus Ramirez Esparza	\$406.0
16	131717	2/20/2009		3/5/2009		7	1/10/2009		Cordon Eugene Scott	\$616.0
17	130613	1/23/2009		2/4/2009	4/3/2009	8	2/21/2009		Darance L Graves	\$448.0
18	131154	1/23/2009			3/4/2009	8	1/23/2009		Trains I as O'Comment	\$728.0
19	130596	1/17/2009		2/18/2009	3/20/2009	11	2/3/2009	2/13/2009	Jan Lynn Castaldo	\$910.0
20	130597	1/17/2009		2/4/2009	3/4/2009	14	1/17/2009			\$616.0
21	130595	1/16/2009		2/4/2009	3/4/2009	14	1/17/2009		Man	\$770.0
22	129477			2/4/2009	3/4/2009	15	1/16/2009		Reves Rivers Olivers	\$350.0
23	129481	11/29/2008		1/5/2009	1/20/2009	17	12/15/2008	12/15/2008	Ricardo Antonio Fernandez	\$660.0
24	130178	10/12/2008		1/5/2009	1/20/2009	17	12/15/2008	12/15/2008	Penid A Rivera	\$542.6
25		12/29/2008		1/21/2009	2/19/2009	19	12/29/2008	1/16/2009	duan Mendiaza	\$210.0
26	130170	8/20/2008		1/21/2009	2/19/2009	20	12/28/2008	1/16/2009	Frank C. Johnson	\$410.6
20 27	131531	2/2/2009		2/26/2009	4/2/2009	20	2/2/2009	2/23/2009	Felix C Varquez	\$462.0
27 28	131529	11/1/2008		2/26/2009	4/2/2009	21	2/1/2009			\$542.6
200	130179	12/22/2008		1/21/2009	2/19/2009	26	12/22/2008			\$462.0
29	129478	12/6/2008		1/5/2009	1/20/2009	26	12/6/2008	12/15/2008		\$378.0
30	130080	10/25/2008		1/5/2009	2/17/2009	27	12/5/2008	12/15/2008	Manual Paman Numar IV	
31	129475	11/8/2008		1/5/2009	1/20/2009	27	12/5/2008			\$704.0
32	129474	11/16/2008		1/5/2009	1/20/2009	27	12/5/2008		Miguel Appel V Uribe	\$293.3
33	130169	8/16/2008	12/19/2008	1/21/2009	2/19/2009	29	12/10/2008		Christopharmas Pennaioangu	\$278.6
34	129476	10/31/2008		1/5/2009	1/20/2009	31	12/1/2008	17 10/2000	Guadalusa D. Wassa	\$572.0
35	129480	11/30/2008		1/5/2009	1/20/2009	32	11/30/2008		Shawndraya Leighanaa Carliegn	\$484.0
36	129479	11/27/2008		1/5/2009	1/20/2009	35	11/27/2008		St. The state of t	\$792.0
37	131525	11/22/2008		2/26/2009	4/2/2009	37			Masani Flutcher Jenison	\$396.0
3,8	130173	12/7/2008		1/21/2009	2/19/2009	41	1/16/2009		Calculate Tag	\$440.0
				112172003	271372009	41	12/7/2008	12/15/2008	Jevier Hernandez-Romos	\$420.0

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

735 Area Statistics

Time Period 1/1/2009 - 3/31/2009



277779	Colonor Paris	Telephone conservations at	TIPE OF STREET			7	30 - MONTER	REY		
#	Invoice Number	Arrest Date	Conviction Date	Date Rec'd In Accounting	Date Billed	# Days From BAC Or Conv. To Rec'd	BAC Results Rec'd Date	Submitted To		market and
39	131526	11/29/2008		2/26/2009	4/2/2009	48	1/5/2009	Accounting Date	Name	Amount
10	130171	9/22/2008	11/26/2008	1/21/2009	2/19/2009	52			develop //rim veyna	\$733.33
1	131527	12/2/2008		2/26/2009	4/2/2009	00127	12/28/2008		Rondi Lyn Robinsas	\$366.67
2	131524	11/15/2008	~	2/26/2009	2000 0000000000000000000000000000000000	65	12/19/2008		Erskine 8 McClair	\$490.00
3	130172	10/18/2008			4/2/2009	89	11/25/2008	2/23/2009	Ohrystah M Taouiran	\$528.00
4	130167	7/29/2008		1/21/2009	2/19/2009	91	10/18/2008	1/16/2009	Victoria Controlos	\$953.33
5				1/21/2009	2/19/2009	108	10/1/2008	1/19/2009	Senting Kathron Fouter this	
1000	131530	11/1/2008		2/26/2009	4/2/2009	113	11/1/2008	2/23/2009	All Or Carlein	\$3,505.33
6	130168	4/29/2008		1/21/2009	2/19/2009	263	4/29/2008		<u> </u>	\$366.67
								1710/2000		\$1,041.33
									Total Amount Billed	\$29,238.67
									Total # Billed	1
									Average # Of Days Bet. BAC/Conv. And Recd.	31

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
CHAPTER 8
COMMAND REIMBURSABLE SERVICES
Page 1 of 4

Command: Monterey	Division: Coastal	Number: 730
Evaluated by: SSA J. Gomez,	#A12534	Date: 9/15/2009
Assisted by: Officer K. Sonnil	ksen, #15088	Date: 9/15/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill In the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the Inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Inspe	ctor's Signat	ure:	
☑ Division Level ☐ Command Level					
☐ Office of Inspections ☐ Voluntary Self-In	spection	8.	m.!	Jum	Date:
Follow-up Required: Follow-Up Ins	pection	Commande	s Signature	for	Date:
☐ Yes ☑ No BY:		In	1 Juni	unas	14 9-24-09
For applicable policies, refer to HPM 11.1, Chap		1			
Note: If a "No" or "N/A" box is checked, the "Remark	s" section s	hall be ut	ilized for e	xplanation	Literatus Desertus III
 Prior to the performance of services, is the contracting party informed of the rates charg services, departmental equipment usage, an cancellation policy? 	d	⊠ Yes	□No	□ N/A	Remarks:
2 Does the billing rate include mileage and oth expenses such as uniform or equipment dam	age?	⊠ Yes	☐ No	□ N/A	Remarks:
3. When a safety service is provided to another agency, is the agency's five-digit billing code obtained?		☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection
 Is the billing code documented on the Reimb Services Billing Memorandum? 	ursable	Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
 Is \$50 charged for each CHP uniformed emp assigned to the detail if the cancellation notifi less than 24 hours prior to the scheduled sen 	cation is vice?	⊠ Yes	□No	□ N/A	Remarks:
 Is a minimum payment of 4 hours overtime of when employee(s) could not be notified of the cancellation of their service(s)? 	•	⊠ Yes	□ No	□ N/A	Remarks:
7. Is information regarding the procedures to obnecessary right-of-way clearances or permits requirements, and other pertinent information available to inquiring parties?	local made	⊠ Yes	□ No	□ N/A	Remarks:
Are written requests for specific services direct the appropriate command?		⊠ Yes	□ No	□ N/A	Remarks:
Are traffic control services less than \$50,000 approved by Division?		Yes	□No	□ N/A	Remarks:
10 Are traffic control services estimated to be \$5 more approved by the Office of the Commissi	0,000 or	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
11. Are extraordinary protective services approve Assistant Commissioner, Field?		Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES Page 2 of 4

Quest	ions 12 through 17 pertain to collecting advance de	oosits.			
12	Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	□No	□ N/A	Remarks:
13.	Is a CHP 465 form completed in accordance with policy?	⊠ Yes	☐ No	□ N/A	Remarks:
14.	Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	□No	□ N/A	Remarks:
15.	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	☐ No	□ N/A	Remarks:
16.	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□ No	□ N/A	Remarks:
	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	☐ No	□ N/A	Remarks:
Questi	ons 18 through 31 pertain to the preparation of agre	ements.			
18.	Is a CHP 466 maintained?	⊠ Yes	□No	□ N/A	Remarks:
19.	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□ No	□ N/A	Remarks:
20.	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	☐ Yes	□ No	⊠ N/A	Remarks: Log number assigned by Coastal Division; may or may not start with sequential number 001.
21.	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	☐ No	□ N/A	Remarks:
	Are sequential numbers not matching Billing Memorandums reconciled?	⊠ Yes	☐ No	□ N/A	Remarks:
23.	Is the original RSA signed and filed at Area?	⊠ Yes	☐ No	□ N/A	Remarks:
24.	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the indemnification clause included in the agreement when requested?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
27.	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	⊠ Yes	□ No	□ N/A	Remarks:
	Are dignitary protection services referred to the Office of Dignitary Protection?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES Page 3 of 4

31	. When state agencies are requesting a statewide			DAMES.	Remarks: Task has not occurred during
	agreement, are they referred to Enforcement	☐ Yes	☐ No	⊠ N/A	this inspection.
A	Services Division, Field Support Section?	CENTENCO CERTO	61000 190 1 ACRUSTA	CONTRACTOR OF STREET	l land
Quest	tions 32 through 38 pertain to training agreement pro	ceaures	ana report	ing for se	ervices provided.
32	. Is a CHP 230 prepared by the contracting party when	THE PROPERTY OF THE PARTY OF TH			Remarks: Task has not occurred during
	fees are collected on the day of the training session?	☐ Yes	☐ No	⊠ N/A	this inspection.
33	. Are the original CHP 467 and contract agreement	_	(<u>#</u>		Remarks:
	submitted to Fiscal Management Section (FMS) upon		☐ No	□ N/A	Remarks.
	completion of services (other than COZEEP,				
	MAZEEP, extraordinary protective services, and special projects) within 5 days?				
34	. Are copies of CHP 467 forms forwarded to the next				
0-1	level of review?	⊠ Yes	☐ No	□ N/A	Remarks:
35	. Is the date when the Billing Memorandum was sent to	23.00			
	FMS noted on the Reimbursable Services Control	⊠ Yes	☐ No	□ N/A	Remarks:
	Log?	10000	Man Mark	1	
36	Is a copy of the command's Reimbursable Services				Remarks: Procedure corrected.
	Control Log forwarded or e-mailed to the Division	☐ Yes	⊠ No	□ N/A	Remarks. Procedure corrected.
27	Coordinator at the end of each month?			-	
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure	⊠ Yes	□No	□ N/A	Remarks:
	all reimbursable time has been reported to FMS for	△ res		□ IN/A	I seeming the seem
	billing purposes?				
38.	Are outstanding items being inspected and resolved?				
			☐ No	□ N/A	Remarks:
Questi	ons 39 through 52 pertain to extraordinary protective	e services	and repo	rt of over	time hours for reimbursable
	I projects.				
	Is a copy of the CHP 467 and CHP 465 submitted to			I NAMES	Remarks: Task has not occurred during
	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
39.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□ No	⊠ N/A	
39.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective	☐ Yes	19		this inspection. Remarks: Task has not occurred during
39.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on		t <u></u>	⊠ N/A	this inspection. Remarks: Task has not occurred during this inspection.
39.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each		19		this inspection. Remarks: Task has not occurred during
40.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	☐ Yes	□ No	⊠ N/A	this inspection. Remarks: Task has not occurred during this inspection.
40.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime	☐ Yes	□ No	⊠ N/A	this inspection. Remarks: Task has not occurred during this inspection. Remarks:
40.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project	☐ Yes	□ No	⊠ N/A	this inspection. Remarks: Task has not occurred during this inspection.
39. 40. 41. 42.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	☐ Yes	□ No	⊠ N/A	this inspection. Remarks: Task has not occurred during this inspection. Remarks:
39. 40. 41. 42.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project	☐ Yes ☑ Yes ☑ Yes	□ No □ No	N/A □ N/A □ N/A	this inspection. Remarks: Task has not occurred during this inspection. Remarks:
39. 40. 41. 42.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? Are all corrections noted on the overtime report(s)?	☐ Yes	□ No	⊠ N/A	this inspection. Remarks: Task has not occurred during this inspection. Remarks: Remarks:
39. 40. 41. 42.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	☐ Yes ☑ Yes ☑ Yes	□ No □ No	N/A □ N/A □ N/A	this inspection. Remarks: Task has not occurred during this inspection. Remarks: Remarks:
39. 40. 41. 42. 43.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? Are all corrections noted on the overtime report(s)?	☐ Yes	□ No □ No □ No □ No □ No	N/A N/A	this inspection. Remarks: Task has not occurred during this inspection. Remarks: Remarks: Remarks: Remarks:
39. 40. 41. 42. 43. 44.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? Are all corrections noted on the overtime report(s)? Are overtime reports approved and dated by the commander after reconciling? Is the original overtime report(s) forwarded to FMS?	☐ Yes ☐ Yes ☐ Yes ☐ Yes	□ No □ No □ No	N/A N/A	this inspection. Remarks: Task has not occurred during this inspection. Remarks: Remarks:
39. 40. 41. 42. 43. 44.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? Are all corrections noted on the overtime report(s)? Are overtime reports approved and dated by the commander after reconciling? Is the original overtime report(s) forwarded to FMS?	☐ Yes	No No No No No No No No	N/A N/A	this inspection. Remarks: Task has not occurred during this inspection. Remarks: Remarks: Remarks: Remarks: Remarks:
39. 40. 41. 42. 43. 44. 45. 46.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? Are all corrections noted on the overtime report(s)? Are overtime reports approved and dated by the commander after reconciling? Is the original overtime report(s) forwarded to FMS? Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	☐ Yes	□ No □ No □ No □ No □ No	N/A N/A	this inspection. Remarks: Task has not occurred during this inspection. Remarks: Remarks: Remarks: Remarks:
39. 40. 41. 42. 43. 44. 45. 46.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? Are all corrections noted on the overtime report(s)? Are overtime reports approved and dated by the commander after reconciling? Is the original overtime report(s) forwarded to FMS? Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)? Are all COZEEP/MAZEEP reports forwarded to	☐ Yes	No	N/A N/A	this inspection. Remarks: Task has not occurred during this inspection. Remarks: Remarks: Remarks: Remarks: Remarks:
39. 40. 41. 42. 43. 44. 45. 46.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? Are all corrections noted on the overtime report(s)? Are overtime reports approved and dated by the commander after reconciling? Is the original overtime report(s) forwarded to FMS? Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)? Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	☐ Yes	No No No No No No No No	N/A N/A	this inspection. Remarks: Task has not occurred during this inspection. Remarks: Remarks: Remarks: Remarks: Remarks: Remarks:
39. 40. 41. 42. 43. 44. 45. 46.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? Are all corrections noted on the overtime report(s)? Are overtime reports approved and dated by the commander after reconciling? Is the original overtime report(s) forwarded to FMS? Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)? Are all COZEEP/MAZEEP reports forwarded to	☐ Yes	No	N/A N/A	this inspection. Remarks: Task has not occurred during this inspection. Remarks: Remarks: Remarks: Remarks: Remarks: Remarks:

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES Page 4 of 4

49. Is a copy of the CHP 71 attached to the o report(s) when there are reimbursable not personnel hours?		□No	□ N/A	Remarks:
50. Is an amendment of service agreement re prior to the fund being depleted, and if ne- the service discontinued?		☐ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
51. Are all payments made directly to FMS?	⊠ Yes	☐ No	□ N/A	Remarks: Coordinator receives payment in full before conducting services. Policy procedures are followed thereafter.
52. Does the command require delinquent copay outstanding invoices in full prior to profuture services?	mpanies to viding any	☐ No	⊠ N/A	Remarks: Task has not occurred during this inspection.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1 of 2

Command:	Division:	Chapter:
Monterey	Coastal	8
Inspected by:	Date:	
SSA Gomez - #A12534		9/15/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

mipro contonia taonimo a consistencios, con	TOOLIVE E	action plans. A CITE STI	wemorandum may be	used if additional space is required.
TYPE OF INSPECTION Division Level Command L Executive Office Level	evel	TOTAL HOURS EXPENDED ON THE INSPECTION: 3 hours		☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:	Forwa	rd to: OINS	1 1 TO	
☐ Yes	Due D	ate: 8/14/2009		
Chapter Inspection: Chapter	8 Com	mand Reimbursab	le Services	
Inspector's Comments Regar	ding Ir	nnovative Practices	3;	
None				
Command Suggestions for St	atewid	le Improvement:		
None				

In regards to Question 36—Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?—The Area has corrected this procedure as of 9/15/2009 and will email their Control Log to the Division Coordinator by the 15th of every month. Upon completion of this Chapter 8 inspection report, the Monterey Area is in compliance.

Inspector's Findings:

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT Page 2 of 2

Command: Division: Chapter:

Monterey Coastal 8

Inspected by: Date:
SSA Gomez - #A12534 9/15/2009

Commander's Response: Concur or Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

Required Action

Corrective Action Plan/Timeline

None

INOITE

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMONDER'S SIGNATURE	9-24-09
	S. M. Yeun	1/24/2009
☐ Reviewer discussed this report with employee☐ Concur☐ Do not concur	REVIEWER'S SIGNATURE	DATE 9/24/04

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY
Page 1 of 3

Command: King City	Division: Coastal	Number: 735	
Evaluated by: K. Sonniksen, #15088		Date: 9/15/2009	
Assisted by: J. Gomez, #A12534		9/15/2009	

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION				ector's Signa	ilure:		
⊠ D	ivision Level	Command Level		10=	\supset	Æ	
	ffice of Inspections] Voluntary Self-Inspection	Z.	Sun	han	_ (3	सह
Follo	w-up Required	☐ Follow-Up Inspection		ler's Signatui			Date:
☐ Y	es 🗵 No	BY:	-	125	R_		09.12.09
Fora	applicable policies, refer to	HPM 11.1, Chapter 20.					
Note	: If a "No" or "N/A" box is ched	ked, the "Remarks" section	shall be u	tilized for e	explanation),	
1	 Does the command have sensure that a CHP 735, Inc Reimbursement Statement arrest that meets the cost remaining 	cident Response , is prepared for each	⊠ Yes	□ No	□ N/A	Remarks	
2.	What are these procedures						
3.	Excerpt from Area SOP, Ch CHP 735, Incident Respons Refer to HPM 11.1, Adminis Incident Response Reimbus Completed CHP 735 forms to Services Unit, within ten bu of 0.04% or greater are rece Completed CHP 735 based of conviction of Vehicle Code or a BAC of less than 0.08% Does the command have a	e Reimbursement Statement trative Procedures Manual, Consement Statement, that mee based on <u>Section A</u> shall be siness days of the date BAC ived for a commercial driver on <u>Section B</u> shall be forward Sections 23152, 23153, or a great of the sections 23152, 23153, or a great statement stateme	Chapter 20, its the cost forwarded i results of i ded to FMS	recovery o to Fiscal M 0.08% or g within ten	riteria. anagemen reater are i business	t Section (FM eceived or th	IS), Reimbursable se date BAC results
	assigned to process all CHF	² 735 forms?	⊠ Yes	□No	□ N/A	responsibility.	Finch is assigned this In Ms. Finch's S-I Morales will handle.
4.	the responsibility of process listed in their job description	ing all CHP 735 forms or any other document?	⊠ Yes	□No	□ N/A	Remarks: OA procedures.	desk "how to"
5.	Are all CHP 735 forms forward Management Section (FMS) criteria in either Section A or	properly with completed	⊠ Yes	□No	□ N/A	Remarks:	
6.	Does the command have a sto facilitate notification of a command to facilitate notific	suspense system in place					

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

Page	2	of	- 2
rage	-	v	-

⊠ Yes	☐ No	□ N/A	Remarks:
⊠ Yes	□ No	□ N/A	Remarks:
⊠ Yes	□No	□ N/A	Remarks:
☐ Yes	□ No	⊠ N/A	Remarks: Area has not processed a "transient" case.
⊠ Yes	□ No	□ N/A	Remarks:
⊠ Yes	☐ No	□ N/A	Remarks: CHP 415A copies are attached to the CHP 735.
☐ Yes	⊠ No	□ N/A	Remarks: Included as a line item.
⊠ Yes	□ No	□ N/A	Remarks:
		1	
⊠ Yes	□No	□ N/A	Remarks: If applicable.
	 Yes Yes Yes Yes Yes Yes Yes Yes 	Yes No	Yes No N/A

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

1 ugo o					
5	5. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□ No	□ N/A	Remarks: Hourly rate MIS used for handwritten 735's. Computer generated 735's calculate automatically.
	Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□No	□ N/A	Remarks:
	3. Is the command utilizing the optional CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□No	□ N/A	Remarks:
19	In the absence of a CHP 735A, how is the command to N/A	acking the	DUI Cost	Recovery	Program?
	 Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Violation Information Court Information FMS Information BAC test results 	⊠ Yes	□No	□ N/A	Remarks: Ms. Finch uses all of these sources to track cases.
	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	☐ Yes	□No	⊠ N/A	Remarks: Some cases run longer than 12 months. Ms. Finch checks case status regularly.
	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	□No	□ N/A	Remarks: Ms. Finch puts this information on the CHP 735A. She also maintains a "closed" folder.
	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	□No	⊠ N/A	Remarks: Area does not issue refunds for overpayment
	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□No	□ N/A	Remarks: These are reviewed by the commander. CHP 735 completion is also reviewed quarterly by the commander as part of reimbursable services review
Questi	on 25 pertains to Fiscal Management Section.			114	
25.	Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□No	⊠ N/A	Remarks: Pertains to FMS only.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1 of 2

Command:	Division:	Chapter:
King City	Coastal	8
Inspected by:		Date:
C. Dabbs, #17137		9/15/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required

improvement, identified deliciencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.					
TYPE OF INSPECTION ☑ Division Level ☐ Command Level		TOTAL HOURS EXPENDED ON THE INSPECTION:		Corrective Action Plan Included	
☐ Executive Office Level		2 hours		Attachments Included	
Follow-up Required:	Forwa	rd to: OINS			
☐ Yes	Due D	ate: 8/14/2009			
Chapter Inspection:	1 h 3		www.becgehe		
Inspector's Comments Rega	rding Ir	novative Practices	S:		
None			2002		
Command Suggestions for S	tatewid	e Improvement:			
None					
			2		
Inspector's Findings:		2500 300			

Area documents billable DUI-cost-recovery time appropriately on the CHP 415 and is currently submitting in CHP 735s to FMS within 10 days. Area is in compliance with applicable policy and law pertaining to DUI Cost Recovery.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL COMMAND INSPECTION PROGRAM **EXCEPTIONS DOCUMENT** Page 2 of 2

King City
Inspected by:
C. Dabbs, #17137

Division:

Coastal

Command:

Chapter:

Date:

9/24/09

9/15/2009

8

Commander's Response: X Concur o	r Do Not Concur (Do Not Conc	cur shall document basis for response)
Inspector's Comments: Shall address nor etc.)	concurrence by commander (e.g., fi	ndings revised, findings unchanged,
None		
Required Action		
Corrective Action Plan/Timeline		
N/A		
Employee would like to discuss this report with the reviewer.	COMMANDER'S SIG., RE	DATE
(See HPM 9.1, Chapter 8 for appeal procedures.)	INSPECTOR'S SIGNATURE	- 09.28.69 DATE
	(.Dabbs	69/23/00

REVIEWER'S SIGNATURE

employee
Concur

Reviewer discussed this report with

Dc not concur

ISPECTION PROGRAM

HAPTER 8 DMMAND REIMBURSABLE SERVICES ge 1 of 4

Command: King City	Division: Coastal	Number 735
Evaluated by: SSA J. Gomez, #	#A12534	Date: 9/15/2009
Assisted by: Officer K. Sonnik	sen, #15088	Date: 9/15/2009

STRUCTIONS. Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies h policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. ditionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of mmand. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up spection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. Lead Inspector's Signature E OF INSPECTION Division Level Command Level Office of Inspections □ Voluntary Self-Inspection Commander's Signature: llow-up Required: Date: Follow-Up Inspection No. Yes r applicable policies, refer to HPM 11.1, Chapter 6. te: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation. Prior to the performance of services, is the Remarks: contracting party informed of the rates charged for X Yes No □ N/A services, departmental equipment usage, and cancellation policy? 2. Does the billing rate include mileage and other Remarks expenses such as uniform or equipment damage? X Yes N/A □ No 3. When a safety service is provided to another state Remarks Task has not occurred during agency, is the agency's five-digit billing code ☐ Yes No ⊠ N/A this inspection. obtained? 4 Is the billing code documented on the Reimbursable Remarks Task has not occurred during Yes Services Billing Memorandum? No N/A this inspection Is \$50 charged for each CHP uniformed employee Remarks assigned to the detail if the cancellation notification is X Yes ☐ No □ N/A less than 24 hours prior to the scheduled service? Is a minimum payment of 4 hours overtime charged Remarks. when employee(s) could not be notified of the X Yes □ No □ N/A cancellation of their service(s)? 7. Is information regarding the procedures to obtain Remarks: necessary right-of-way clearances or permits, local X Yes □ No □ N/A requirements, and other pertinent information made available to inquiring parties? 8. Are written requests for specific services directed to Remarks: Task has not occurred during the appropriate command? ⊠ N/A Yes □ No this inspection. Are traffic control services less than \$50,000 Remarks:

X Yes

Yes

Yes

☐ No

No

No

□ N/A

⊠ N/A

⊠ N/A

Remarks: Task has not occurred during

Remarks: Task has not occurred during

this inspection.

this inspection.

approved by Division?

Assistant Commissioner, Field?

10. Are traffic control services estimated to be \$50,000 or

11. Are extraordinary protective services approved by the

more approved by the Office of the Commissioner?

INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES Page 2 of 4

Quest	ions 12 through 17 pertain to collecting advance de	posits.			
12	. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	∏ No	□ N/A	Remarks:
13	Is a CHP 465 form completed in accordance with policy?	⊠ Yes	☐ No	□ N/A	Remarks:
14	Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	□No	□ N/A	Remarks:
15	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	□No	□ N/A	Remarks:
	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□ No	□ N/A	Remarks:
:	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	□ No	□ N/A	Remarks:
Questi	ons 18 through 31 pertain to the preparation of agre	ements.			
18.	Is a CHP 466 maintained?				Remarks:
- 10	B B04		☐ No	□ N/A	
19.	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	☐ Yes	⊠ No	□ N/A	Remarks: Log number assigned by Coastal Division; may or may not start with sequential number 001.
	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	☐ No	□ N/A	Remarks:
	Are sequential numbers not matching Billing Memorandums reconciled?	☐ Yes	☐ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Is the original RSA signed and filed at Area?	☐ Yes	⊠ No	□ N/A	Remarks: Area has sent original CHP 465s to HQ and retained copies but will retain originals from now on.
24.	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the indemnification clause included in the agreement when requested?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
26.	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection,
27.	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Are dignitary protection services referred to the Office of Dignitary Protection?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES Page 3 of 4

30	. Are CHP 312 forms, CHP 313 forms, and CHP 467				Remarks: Task has not occurred during
	forms prepared when a statewide agreement is in effect?	☐ Yes	□ No	⊠ N/A	this inspection.
31	. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
Quest	ions 32 through 38 pertain to training agreement pro	cedures a	ind reporti	ng for se	rvices provided.
	. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
33	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□ No	□ N/A	Remarks:
	Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□No	□ N/A	Remarks:
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	⊠ Yes	□ No	□ N/A	Remarks:
36.	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	⊠ No	□ N/A	Remarks: Division does not require negative reports. Area sends a copy of the log when service is performed and at the end of the FY.
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□ No	□ N/A	Remarks:
38.	Are outstanding items being inspected and resolved?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	ons 39 through 52 pertain to extraordinary protectiv	e services	and repo	rt of over	
	I projects. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
40,	Is a reimbursable special project code obtained on every contractual service?	⊠ Yes	□No	□ N/A	Remarks:
41,	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks:
	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□ No	□ N/A	Remarks:
43.	Are all corrections noted on the overtime report(s)?	⊠ Yes	□ No	□ N/A	Remarks:
	Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□ No	□ N/A	Remarks:
	Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	⊠ Yes	□ No	□ N/A	Remarks:
	Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	П№	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

Page 4 of 4

48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	☐ Yes	☐ No	⊠ N/A	Remarks: Division Level. Area not involved in this process.
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□ No	□ N/A	Remarks: Copy sent to FMS and Division coordinator.
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
51. Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks: To Area then to FMS
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1 of 2

Command:	Division:	Chapter:
King City	Coastal	8
Inspected by:		Date:
SSA J. Gomez, #A12534		9/15/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used it additional space is required.						
TYPE OF INSPECTION Division Level Executive Office	Command L	evel	TOTAL HOURS EXPENDINSPECTION: 2 hours	ED ON THE	☐ Corrective Action Plan Included ☐ Attachments Included	
Follow-up Require	ed:	Forwa	ard to: OINS			
☐ Yes	⊠ No	Due D	ete: 8/14/2009			
Chapter Inspec	tion:	i. 8				
Inspector's Cor	nments Regai	ding Ir	nnovative Practices			
None						
Command Sugg	gestions for S	tatewid	de Improvement:			
None						
Inspector's Find	ings:					

In regards to Question 23—Is the original CHP 465 (Reimbursable Services Agreement) signed and filed at Area?—The Area was sending an Original and one copy of the RSA to Fiscal Management Section; however, upon reviewing policy, the Area will now keep the Original RSA on file for their records. Upon completion of this Chapter 8 inspection report, King City Area is in compliance.

OMMAND INSPECTION PROGRAM

KCEPTIONS DOCUMENT

ige 2 of 2

Command: King City	Division: Coastal	Chapter. 8
Inspected by: SSA J. Gomez		9/15/2009

Commander's Response: Concur or	☐ Do Not Concur (Do Not Concur shall o	document basis for response)
nspector's Comments: Shall address non tc.)	concurrence by commander (e.g., findings re	evised, findings unchanged,
equired Action	19-2-10 privately all part is the contract of	
equired Action		
orrective Action Plan/Timeline		
Office Florida Florida		
N/A		
IN/C		
	Local Assistance and the second secon	15.77
Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	De When FOR IT Marin	9/24/09
(COC 111 IN C. 1, Chapter o for appear procedures.)	INSPECTOR'S SIGNATURE	DATE
	8. m. meena	9/24/2005
Decision discussed this section is	REVIEWER'S SIGNATURE	DATE
Reviewer discussed this report with employee	NEVIEWER'S SIGNATURE	UNIE
Concur Do not concur	8. 11	9 (24/2009 DATE 7/24/09

STATE OF CALFORNIA
UNIVERSITY OF CALFORNIA HIS MAY PATROL
INSPECTION PROGRAM
CHAPTER 8
COMMAND DUI COST RECOVERY
Page 1 of 3

Command: Templeton	Division: Coastal	Number: 740
Evaluated by J. Orlett, #11940)	9/10/2009
Assisted by N/A		Date

INSTRUCTIONS. Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up inspection, the "Follow-up inspection" box shall be marked and only deficient items need to be re-inspected.

IASE OF	NSPECTION		Lead Inspector's Signature				
⊠ Di	vision Level	Command Level	1	5.0.	rlitt	,	
		Voluntary Self-Inspection	/				
Follow	v-up Required	☑ Follow-Up Inspection	Commender's Signature. Date				
⊠ Ye	s No	BY J Orlett 9/15/2009		1	1	9 195 9/22/09	
For a	pplicable policies, refer to	HPM 11 1, Chapter 20.	-			, ,	
Note:	If a "No" or "N/A" box is che	cked, the "Remarks" section	shall be u	tilized for e	×planation	A:	
1.	Does the command have ensure that a CHP 735, Ir Reimbursement Statemen arrest that meets the cost	ncident Response	☐ Yes	⊠ No	□ N/A	Remarks: Corrected as of 9/15/2009	
	reimbursement incident. I signature and then signed the Area Information System On 9/15/2009 the process of the	forms were sent to the Office im (AIS) to keep track of the C was changed to comply with I	ed by a sup Services S CHP 735s.	pervisor. Fi Supervisor : The OSS-I o	inal approv i (OSS-i) fo did not wai	rai was sont to the lieutenant for or processing. The OSS-I used it for BA results to return.	
3.	Does the command have a assigned to process all Ch	a specific employee(s) HP 735 forms?	⊠ Yes	□ No	□ N/A	Remarks: OSS-I	
4	If the answer to question 3 the responsibility of processisted in their job description	ssing all CHP 735 forms	⊠ Yes	□ No	□N/A	Remarks:	
5	Are all CHP 735 forms for Management Section (FM: criteria in either Section A	S) properly with completed or Section B of the form?	⊠ Yes	□ No	□ N/A	Remarks.	
6	to facilitate notification of a meeting the requirements influence (DUI) Cost Recoinvolve cases where the fo. A Blood Alcohol Conte. A chemical test is posited to the content of the co	very Program? This would llowing criteria applies nt (BAC) under .08% tive for drugs only BAC test of drug test (i.e.,	⊠ Yes	□ No	□ N/A	Remarks: The OSS-I and Court Officer are now working together to ensure the suspense system meets the requirements.	
	Are CHP 735 forms comple of Section A of the form be within ten business days frodates?	ing forwarded to FMS	⊠ Yes	□ No	□ N/A	Remarks. There were no delays as the CHP 735 was being sent prior to verification of BAC. This has been corrected.	

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
CHAPTER 8

OH	AFIERO			
CO	MMAND DU	II COST	'RECO'	VERY
Pag	e 2 of 3			

 The date of BAC results of =.08% were received 				
 The date of BAC results of =.04% were received 				
for a commercial driver	1			
8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following?	⊠ Yes	□No	□ N/A	Remarks
 The person arrested refused to provide a chemical test The arrest was for drugs only 				
A BAC of < .08% was obtained				
9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□No	□ N/A	Remarks:
10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	⊠ No	□ N/A	Remarks: The suspense system now includes this correction.
11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks:
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	☐ No	□ N/A	Remarks: Effective 9/15/09, new procedures were established to ensure reconciliation accuracy.
13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	⊠ Yes	□ No	□ N/A	Remarks: The arrestee's name or case number is listed on the CHP 415 to track time spent on the incident.
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735?	⊠ Yes	□ No	□ N/A	Remarks:
 Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back 				=
 Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control 				
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□ No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

Page 3 of 3				
16. Is the current hourly rate for reimbursement, se to all commands via Comm-Net from FMS, beir used?		⊠ No	□ N/A	Remarks: The hourly rate is programmed into the Acrobat form which has not been updated.
17. Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□ No	□ N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735 track cases qualifying for the DUI Cost Recover Program?		□ No	□ N/A	Remarks:
19. In the absence of a CHP 735A, how is the com- Prior to 9/15/09, Area was using AIS. Since that a be implemented to ensure proper dates and prod	time, the clerical s	taff has uti	lized the C	HP 735A. New procedures will
 20. Are commands using a case monitoring system track cases qualifying for the DUI Cost Recover Program including the following information in the monitoring system? Defendant Information Violation Information Court Information FMS Information BAC test results 	y Xes	□No	□ N/A	Remarks:
21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	☐ Yes	⊠ No	□ N/A	Remarks: All cases open longer than 12 months are now in a pending file until disposed by the court.
22. Do closed out cases on the monitoring system has a line drawn through the Conviction Date and Da FMS as well as the reason the case was closed date of last follow-up check?	ate to 🛛 🖾 Yes	□ No	□ N/A	Remarks:
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 bein processed by the Department?		□ No	□ N/A	Remarks
24. Is the command reviewing the quarterly reports by FMS related to the submission of CHP 735 for and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	rms 🛮 🖾 Yes e	□ No	□ N/A	Remarks
Question 25 pertains to Fiscal Management Section.		8		a San Jan San San San San San San San San San S
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning defici forms to the issuing command for corrections?	ent Yes	□No	⊠ N/A	Remarks: Pertains to FMS

COMMAND INSPECTION PROGRAM Templeton Coastal 8 Inspected by: Date: **EXCEPTIONS DOCUMENT** 9/11/2009 Page 1 of 2 J. Orlett. #11940 INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required. TYPE OF INSPECTION TOTAL HOURS EXPENDED ON THE Corrective Action Plan Included INSPECTION: □ Division Level □ Command Level 2 hours Attachments Included ☐ Executive Office Level Forward to: OINS Follow-up Required: Due Date: 8/14/2009 ☐ Yes ⊠ No Chapter Inspection: Inspector's Comments Regarding Innovative Practices: None Command Suggestions for Statewide Improvement: None Inspector's Findings:

Command:

Division:

Chapter:

At the time of inspection on 9/11/2009, the CHP 735 was completed and submitted immediately following the arrest, without waiting for BA results or the investigation's completion. Upon reinspection on 9/15/09, the Area had corrected the process to include accurate times of DUI reimbursable events and processing of CHP 735s. Additionally, the Area did not have an SOP for CHP 735s. A sample SOP has been provided to the Area.

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

STATE OF CALIFORNIA HIGHWAY PATROL COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 2 of 2

Command:	Division	Chapter
Templeton	Coastal	8
inspected by		Date
J. Orlett, #1194	0	9/11/2009

9/23/09

Commander's Response: 🔀 Concur or	Do Not Concur (Do Not Concur si	nall document basis for response)
Inspector's Comments - Shall address non etc.)	concurrence by commander (e.g., finding	gs revised, findings unchanged,
F G-f		
Required Action		kan diawan salah ang managan
Corrective Action Plan/Timeline		
Corrective measures have already be	en implemented.	
Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	1 190	9/22/09
procedures /	INSPECTOR'S SIGNATURE	DATE 9/22/09
	1.8. Oulut	
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE

employee Concur

Do not concur

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
CHAPTER 8
COMMAND REIMBURSABLE SERVICES
Page 1 of 4

Command: Templeton	Oivision. Coastal	Number: 740
Evaluated by: SSA J. Gomez, #A12534		Date: 9/10/2009
Assisted by: N/A		Date:

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF	INSPECTION		Lead Inspe	ector's Signat	ure:			
⊠ Div	ision Level [Command Level	5	m.	new	50	TF	
	ice of Inspections	Voluntary Self-Inspection			-			
Follow	-up Required:	Follow-Up Inspection	Cernmande	er's Signatur			Date:	•
∐ Yes	S No	BY:	1		1	119/	9/24/09	
	oplicable policies, refer to							
Note:	If a "No" or "N/A" box is che	cked, the "Remarks" section	shall be ut	ilized for e	xplanation			
	Prior to the performance o contracting party informed services, departmental equancellation policy?	of the rates charged for uipment usage, and	⊠ Yes	□ No	□ N/A	Remarks:		
	Does the billing rate includ expenses such as uniform	or equipment damage?		☐ No	□ N/A	Remarks:		
3.	agency, is the agency's fiv obtained?	e-digit billing code	☐ Yes	☐ No	⊠ N/A	Remarks, Ta this inspection	ask has not occurred during	
4	Is the billing code document Services Billing Memorand		Yes	☐ No	⊠ N/A	Remarks: Ta	isk has not occurred during	
5.	Is \$50 charged for each Chassigned to the detail if the less than 24 hours prior to	cancellation notification is the scheduled service?	⊠ Yes	☐ No	□ N/A	Remarks:		
6	Is a minimum payment of 4 when employee(s) could no cancellation of their service	ot be notified of the e(s)?	X Yes	□ No	□ N/A	Rernarks:		
7.	Is information regarding the necessary right-of-way clear requirements, and other per available to inquiring partie	arances or permits, local ertinent information made	⊠ Yes	□ No	□ N/A	Remarks:		
8.	Are written requests for spetthe appropriate command?		⊠ Yes	□No	□ N/A	Remarks:		
	Are traffic control services I approved by Division?		⊠ Yes	□No	□ N/A	Remarks:		•
	Are traffic control services emore approved by the Offic		☐ Yes	□ No	⊠ N/A	Remarks: Ta	sk has not occurred during	
11.	Are extraordinary protective Assistant Commissioner, Fi		□Yes	□ No	⊠ N/A		sk has not occurred during	•

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES
Page 2 of 4

Ques	tions 12 through 17 pertain to collecting advance de	posits.		7.5	
	2. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	□No	□ N/A	Remarks:
	3. Is a CHP 465 form completed in accordance with policy?	⊠ Yes	□No	□ N/A	Remarks:
	Are advance payments collected from the contracting company prior to the start of the service?		□No	□ N/A	Remarks:
	i. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	□ No	□ N/A	Remarks:
16	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□ No	□ N/A	Remarks:
	. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	☐ No	□ N/A	Remarks:
Quest	ions 18 through 31 pertain to the preparation of agre	eements.			
18	. Is a CHP 466 maintained?	⊠ Yes	□No	□ N/A	Remarks:
19	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□No	□ N/A	Remarks:
20	. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	⊠ Yes	□No	□ N/A	Remarks: Log number assigned by Coastal Division; may or may not start with sequential number 001.
21	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	□No	□ N/A	Remarks:
22.	Are sequential numbers not matching Billing Memorandums reconciled?	Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
23.	Is the original RSA signed and filed at Area?	☐ Yes	⊠ No	□ N/A	Remarks: Area has sent original CHP 465s to HQ and retained copies but will retain originals from now on.
	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the indemnification clause included in the agreement when requested?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
26.	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
27.	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
28.	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Are dignitary protection services referred to the Office of Dignitary Protection?	☐ Yes	☐ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

Page 3 of 4

31	. When state agencies are requesting a statewide				Remarks: Task has not occurred during
	agreement, are they referred to Enforcement	☐ Yes	☐ No	⊠ N/A	this inspection.
Quest	Services Division, Field Support Section? ions 32 through 38 pertain to training agreement pro	cedures	and report	ing for se	ervices provided.
50 (38)			and report	119 101 50	
	. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□No	□ N/A	Remarks:
34	Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□No	□ N/A	Remarks:
	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	⊠ Yes	□No	□ N/A	Remarks:
	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	⊠ Yes	□No	□ N/A	Remarks:
	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□No	□ N/A	Remarks:
	Are outstanding items being inspected and resolved?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	ons 39 through 52 pertain to extraordinary protective	e service:	s and repo	rt of over	rtime hours for reimbursable
specia	l projects.	e service:	s and repo	ort of ove	rtime hours for reimbursable
specia		e service:	s and repo	ort of over	Remarks: Task has not occurred during this inspection.
39. 40.	I projects. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service?				Remarks: Task has not occurred during
39. 40.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection. Remarks: Task has not occurred during
39. 40.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection. Remarks: Task has not occurred during this inspection.
39. 40. 41.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project	☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes	□ No □ No □ No	⊠ N/A ⊠ N/A □ N/A	Remarks: Task has not occurred during this inspection. Remarks: Task has not occurred during this inspection. Remarks:
40. 41. 42. 43.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? Are all corrections noted on the overtime report(s)? Are overtime reports approved and dated by the commander after reconciling?	☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	No No No No	N/A N/A N/A N/A N/A	Remarks: Task has not occurred during this inspection. Remarks: Task has not occurred during this inspection. Remarks: Remarks:
40. 41. 42. 43. 45.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? Are all corrections noted on the overtime report(s)? Are overtime reports approved and dated by the commander after reconciling? Is the original overtime report(s) forwarded to FMS?	☐ Yes	No No No No No No	 N/A N/A N/A N/A N/A 	Remarks: Task has not occurred during this inspection. Remarks: Task has not occurred during this inspection. Remarks: Remarks:
39. 40. 41. 42. 43. 44. 45.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? Are all corrections noted on the overtime report(s)? Are overtime reports approved and dated by the commander after reconciling? Is the original overtime report(s) forwarded to FMS? Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	☐ Yes	No No No No No No No No	N/A N/A	Remarks: Task has not occurred during this inspection. Remarks: Task has not occurred during this inspection. Remarks: Remarks: Remarks:
39. 40. 41. 42. 43. 44. 45. 46.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? Are all corrections noted on the overtime report(s)? Are overtime reports approved and dated by the commander after reconciling? Is the original overtime report(s) forwarded to FMS?	☐ Yes	No No No No No No No No	N/A N/A	Remarks: Task has not occurred during this inspection. Remarks: Task has not occurred during this inspection. Remarks: Remarks: Remarks: Remarks: Remarks:

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES Page 4 of 4

49	Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	☐ No	□ N/A	Remarks:
50.	Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	☐ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
51.	Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks: To Area then to FMS
52.	Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1 of 2

Command: Templeton	Division: Coastal	Chapter:
Inspected by: SSA J. Gomez,	-12-1112-1	Date: 9/10/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION ☑ Division Level ☐ Command Level ☐ Executive Office Level Follow-up Required: ☐ Yes ☐ No Chapter Inspection: Inspector's Comments Regarding Innovative Practices: None Command Suggestions for Statewide Improvement: None	improvement, identified deficiencies, col	Tective a	Clion plans. A Chr 31 N	nemorandum may be	used if additional space is required.
Pollow-up Required: ☐ Yes	☑ Division Level ☐ Command L	evel	INSPECTION:	ED ON THE	_
Inspector's Comments Regarding Innovative Practices: None Command Suggestions for Statewide Improvement:					
Inspector's Comments Regarding Innovative Practices: None Command Suggestions for Statewide Improvement:	Chapter Inspection:		all rather and	F	erran all salute a Processor and
None Command Suggestions for Statewide Improvement:					
Command Suggestions for Statewide Improvement:	Inspector's Comments Regar	aing ir	inovative Practices	S:	
	None				
None	Command Suggestions for St	tatewic	le Improvement:		
	None				

In regards to Question 23—Is the original CHP 465 (Reimbursable Services Agreement) signed and filed at Area?—The Area was sending an Original and one copy of the RSA to Fiscal Management Section; however, upon reviewing policy, the Area will now keep the Original RSA on file for their records. Upon completion of this Chapter 8 inspection report, Templeton Area is in compliance.

Inspector's Findings:

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HICHWAY PATROL COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT Page 2 of 2

Command:	Division:	Chapter
Templeton	Coastal	8
Inspected by:		Date:
SSA J. Gomez,	#A12534	9/10/2009

Commander's Response: X Concur or	Do Not Concur (Do Not Concur shall docu	iment basis for response)
Inspector's Comments: Shall address non	concurrence by commander (e.g., findings revise	ad findings unchanged
elc)	concurrence by commander (e.g., findings revise	ea, findings unchanged,
0.07		
Required Action		and the second second
Regulied Action	The second secon	111111111111111111111111111111
Corrective Action Plan/Timeline		
N/A		
1975		
	LOOMANGERIA	Laver
Employee would like to discuss this report with the reviewer	COMMANDER'S SIGNATURE	DATE
(See HPM 9 1, Chapter 8 for appeal procedures.)	1195	7/24/09
A service of the separation of the service of the s	INSPECTOR & SIGNATURE	DATE
		9/21/200
T Davisson discussed the second site	S. M. Newson SET FOR	174/1007
Reviewer discussed this report with employee	MEVIEWER'S SIGNATURE	DATE /
		f i
Concur Do not concur	8.7/-/	9/25/09

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
CHAPTER 8
COMMAND DUI COST RECOVERY
Page 1 of 3

Command: San Luis Obispo	Division	Number: 745		
Evaluated by. J. Orlett, #11940	Date 9/14/2009			
Assisted by: A. Carrillo, #1132	Date 9/14/2009			

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION			Lead Inspector's Signature.				
☑ Division Level ☐ Command Level		1 8. Oxlit					
☐ Office of Inspections ☐ Voluntary Self-Inspection							
Follow-up Required		Commander's Signature Date					
⊠ Ye	s [] No	BY	111	M		9/12/09	
	pplicable policies, refer to	UDM 11.1 Chapter 20	-			1/24/01	
TOTA	pplicable policies, reiel (o new H.T. Chapter 20.					
Note:	If a "No" or "N/A" box is che	ecked, the "Remarks" section	shall be u	tillzed for e	xplanation	1,	
1	Does the command have ensure that a CHP 735, In Reimbursement Statemer arrest that meets the cost	ncident Response nt, is prepared for each	⊠ Yes	□ No	□ N/A	Remarks	
2.							
	audit of the forms. Addition officer (Lieutenant). Officer eimbursement incident. The are then reviewed by a supare sent to the Word Process.	ers are required to print and a These forms shall have the ca pervisor. Final approval is se passing Technician I for Proces	nitored by t ttach comp se number nt to the lie	he Office S pleted CHP /defendant	ervices Su 415s for ti 's name hi	pervisor I and Field Operations	
3.	Does the command have assigned to process all Ch		⊠ Yes	□No	□ N/A	Remarks	
4.	If the answer to question 3 the responsibility of processisted in their job description	ssing all CHP 735 forms	⊠ Yes	□No	□ N/A	Remarks	
5.	Are all CHP 735 forms for Management Section (FM criteria in either Section A	S) properly with completed	⊠ Yes	□ No	□ N/A	Remarks	
6	to facilitate notification of a meeting the requirements Influence (DUI) Cost Recoinvolve cases where the form A Blood Alcohol Conternal A chemical test is positive.	very Program? This would illowing criteria applies: int (BAC) under .08%	⊠ Yes	□ No	□ N/A	Remarks. Area had been able to access the court database from a remote computer in the Area office After 5/1/2009, the court system changed and Area has not been able to check on the status of cases. CHP Helpdesk requests have been unable to correct the problem	
7	Are CHP 735 forms completed of Section A of the form be within ten business days from	ing forwarded to FMS	Yes	⊠ No	□ N/A	Remarks: There is a significant delayed in processing the CHP 735's.	

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

Page 2 of 3

 dates? The date of BAC results of =.08% were received The date of BAC results of =.04% were received for a commercial driver 				to complete a report, which is then reviewed by the AI Review Officer. If corrections are necessary it is returned, causing further delay. Once the collision report is complete, the CHP 735 is sent for review by a sergeant and then to the captain for approval. The CHP 735 is then sent to clerical for processing. Delays can occur depending on office staffing levels and other duties.
 8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained 	Yes	⊠ No	□ N/A	Remarks: There is a significant delay in processing the CHP 735's. After the blood test analysis is received, it is entered into the log, but the CHP 735 is not processed in a timely manner. Additionally, when BAC is below 0.08, the sample is retested for drugs. This also causes another delay in completing the CHP 735.
9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□No	□ N/A	Remarks:
10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	⊠ Yes	☐ No	□ N/A	Remarks:
11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks:
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□No	□ N/A	Remarks: Effective 10/1/2008, new procedures were established to ensure reconciliation accuracy.
13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	⊠ Yes	□No	□ N/A	Remarks: The arrestee's name or case number is listed on the CHP 415 to track time spent on the incident.
 14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control 	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

Pag	0	3	of	3
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15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	☐ No	□ N/A	Remarks:
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□No	□ N/A	Remarks: the hourly rate is programmed into the Acrobat form which has not been updated
17. Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□No	□ N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
19. In the absence of a CHP 735A, how is the command Prior to October 2008, Area was manually entering the CHP 735. Since that time, the clerical staff has utilized (AIS). However, the latest quarterly audit indicted the pindicated on the CHP 735. New procedures will be important the specified timeframes.	arrestee's r the automa processing (name and in ted version dates for se	formation generated anding the	on the FormFlow version of the I by the Area Information System CHP 735s to FMS are not
 20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Violation Information Court Information FMS Information BAC test results 	⊠ Yes	□No	□ N/A	Remarks:
21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	□No	□ N/A	Remarks: All cases open longer than 12 months are reviewed, but not closed until a disposition from the court.
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	☐ Yes	□No	⊠ N/A	Remarks: Electronic system used.
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	⊠ Yes	□ No	□ N/A	Remarks: Area has reviewed several CHP 735 when questions have risen regarding changes. There have been some modifications to billing when reconciliation could not be verified (prior to October 2008).
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks: The most common deficiency is the delay in processing qualifying 735s to FMS in a timely manner. Area recently changed procedures to address one area of delay.
Question 25 pertains to Fiscal Management Section.			PARES IN	
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□No	⊠ N/A	Remarks: Pertains to FMS.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1 of 2

Command: Division: Chapter: 8
Inspected by: Date: 9/11/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION ☑ Division Level ☐ Command L ☐ Executive Office Level	evel	TOTAL HOURS EXPEND INSPECTION: 2 hours	ED ON THE	□ Corrective Action Plan Included □ Attachments Included
Follow-up Required:	Forwa	rd to: OINS		
⊠ Yes □ No	Due D	ate: 8/14/2009		
Chapter Inspection:		and the State of the St		
Inspector's Comments Regar	ding Ir	novative Practices	:	
None				
Command Suggestions for St	atewid	e Improvement:		
None				

Area documents billable DUI-cost-recovery time appropriately on the CHP 415. Area is struggling to complete and submit CHP 735s to FMS within the required 10 days and there is a need to streamline the processing system. As recommended, the CHP 735 should be separated from the CHP 555/CHP 202 when they are sent for review; there is no need to wait for the collision and arrest reports to be completed before processing the CHP 735. A suspense system must be developed for pending BAC results or the adjudication of court cases, as applicable. The time for CHP 555/CHP 202 correction should not be included in DUI-reimbursable time.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT Page 2 of 2

Command: Division: Chapter: 8
Inspected by: Date: 9/11/2009

Commander's Response: Concur or De	o Not Concur (Do Not Concur shall document basis for response)
Democratical democratical of Both	S 140. Golfied (So 140. Golfied) Stial document basis is response,
Inspector's Comments: Shall address non concu	irrence by commander (e.g., findings revised, findings unchanged,
etc.)	
Required Action	
Corrective Action Plan/Timeline	
Constal Division will faller was with the O	Luis Obieno Area in one month to ensure Area is
COASTAL DIVISION WILL TOUCH, ON WITH THE SAN	Tille (Inlend Area in one month to enclire Area is

Coastal Division will follow-up with the San Luis Obispo Area in one month to ensure Area is complying with the 10-day submission requirement. Additionally, the Area's suspense system will be evaluated.

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures	COMMANDER'S SIGNATURE	9/22/09
	1, E ONLY	9/22/09
 □ Reviewer discussed this report with employee □ Concur □ Do not concur 	REVIEWER'S SIGNATURE	9 - 23 - 09

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES
Page 1 of 4

Command:	Division:	Number:
San Luis Obispo	Coastal	745
Evaluated by:	/	Date:
SSA Gomez, #A	12534	9/14/2009
Assisted by:		Date:
N/A		9/14/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF I	NSPECTION		Lead Inspe	ector's Signat	ure:	
⊠ Div	ision Level	☐ Command Level		- A	40	
Offi	ce of Inspections	☐ Voluntary Self-Inspection	8.M	1/		
Follow	-up Required:	☐ Follow-Up Inspection	Command	er's Signature		Date:
☐ Yes	s ⊠ No	BY:	10	11		9/23/09
For ap	pplicable policies, refer	to HPM 11.1, Chapter 6.				
		hecked, the "Remarks" section	shall be ut	tilized for e	xplanation	
1,	services, departmental cancellation policy?	ned of the rates charged for equipment usage, and	⊠ Yes	□ No	□ N/A	Remarks:
2.		rm or equipment damage?	⊠ Yes	□ No	□ N/A	Remarks:
3.	agency, is the agency's obtained?		⊠ Yes	□ No	□ N/A	Remarks:
	Services Billing Memora		⊠ Yes	□No	□ N/A	Remarks:
5.	assigned to the detail if	CHP uniformed employee the cancellation notification is to the scheduled service?	⊠ Yes	□ No	□ N/A	Remarks:
6.	Is a minimum payment of when employee(s) could cancellation of their serv		⊠ Yes	□ No	□ N/A	Remarks:
7.	necessary right-of-way	the procedures to obtain clearances or permits, local pertinent information made rties?	⊠ Yes	□No	□ N/A	Remarks:
	Are written requests for the appropriate commar	specific services directed to	⊠ Yes	□No	□ N/A	Remarks:
	Are traffic control service approved by Division?		⊠ Yes	□No	□ N/A	Remarks:
	more approved by the O	es estimated to be \$50,000 or office of the Commissioner?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Are extraordinary protect Assistant Commissioner	tive services approved by the	□Yes	П №	⊠ N/A	Remarks: Task has not occurred during

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES
Page 2 of 4

Quest	ions 12 through 17 pertain to collecting advance de	posits.			
12	. Is a Reimbursable Services Agreement (RSA) log	102011-0012-0012-0012-0012-0012-0012-00	2000年1月1日		
	number requested from Division for every contract?		☐ No	□ N/A	Remarks:
13	Is a CHP 465 form completed in accordance with policy?	⊠ Yes	□No	□ N/A	Remarks:
14	Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	□No	□ N/A	Remarks:
15	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	□No	□ N/A	Remarks:
16	Is a CHP 467 prepared and submitted to the Fiscal	□ 1es	LINO	L IN/A	
10.	Management Section upon completion of the contractual service(s)?	⊠ Yes	□ No	□ N/A	Remarks:
17.	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	□No	□ N/A	Remarks:
Questi	ons 18 through 31 pertain to the preparation of agre				OF REAL PROPERTY.
18	Is a CHP 466 maintained?	T 2000 100 04		The Property of the Party of th	l
		⊠ Yes	☐ No	□ N/A	Remarks:
19.	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□ No	□ N/A	Remarks:
20.	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	☐ Yes	□No	⊠ N/A	Remarks: Log number assigned by Coastal Division; may or may not start with sequential number 001.
21.	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	□No	□ N/A	Remarks:
22.	Are sequential numbers not matching Billing Memorandums reconciled?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
23.	Is the original RSA signed and filed at Area?	⊠ Yes	□No	□ N/A	Remarks:
24.	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□No	□ N/A	Remarks:
25.	Is the indemnification clause included in the agreement when requested?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
26.	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Are dignitary protection services referred to the Office of Dignitary Protection?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

Page 3 of 4

			-12		Mark the state of
3.	 When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section? 	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
Ques	tions 32 through 38 pertain to training agreement pro	ocedures	and report	ing for se	ervices provided.
	2. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
33	3. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□No	□ N/A	Remarks:
34	Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□No	□ N/A	Remarks:
	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?		□No	□ N/A	Remarks:
	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	⊠ Yes	□ No	□ N/A	Remarks:
V	. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□ No	□ N/A	Remarks:
	. Are outstanding items being inspected and resolved?	☐ Yes	☐ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
Quest	ions 39 through 52 pertain to extraordinary protectiv il projects.	e service	s and repo	ort of ove	rtime hours for reimbursable
	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Is a reimbursable special project code obtained on every contractual service?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks:
	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□ No	□ N/A	Remarks:
43.	Are all corrections noted on the overtime report(s)?	⊠ Yes	□No	□ N/A	Remarks:
	Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□No	□ N/A	Remarks:
	Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks:
	Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	⊠ Yes	☐ No	□ N/A	Remarks:
	Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
48.	Are all COZEEP/MAZEEP reports approved by				

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

Page 4 of 4

49	Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□ No	□ N/A	Remarks:
50	Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
51.	Are all payments made directly to FMS?	⊠ Yes	☐ No	□ N/A	Remarks: To Area then to FMS
52.	Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1 of 2

Command: San Luis Obispo	Division: Coastal	Chapter: 8
Inspected by: SSA Gomez - #	A12534	Date: 9/14/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION ☑ Division Level ☐ Comma ☐ Executive Office Level	and Level	TOTAL HOURS EXPEND INSPECTION: 2 hours	ED ON THE	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required: ☐ Yes ⊠ No	Forwa			
Chapter Inspection: Inspector's Comments Re	egarding Ir	anavativa Practicos		
one				
£				
Command Suggestions fo	or Statewid	le Improvement:		
one				

Upon completion of this Chapter 8 inspection, San Luis Obispo Area is in compliance.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 2 of 2

Command:
San Luis ObispoDivision:
CoastalChapter:
8Inspected by:
SSA Gomez - #A12534Date:
9/14/2009

Commander's Response: Concur or	☐ Do Not Concur (Do Not Concur shall do	cument basis for response)
		, , , , , , , , , , , , , , , , , , , ,
Inspector's Comments: Shall address non o	concurrence by commander (e.g., findings revi	sed, findings unchanged,
etc.)		
Maria Carlo Car		
Required Action	RELUMBATION OF CHARLES IN THE PROPERTY.	Marine College Service College Service College
required retion		
Corrective Action Plan/Timeline		
Corrective Action Flatir Infletine		
N/A		
The state of the s	COMMANDER'S SIGNATURE	DATE /
Employee would like to discuss this report with	COMMANDERS SASIVA LORE	DATE
the reviewer.	10110	
		7/23/110
(See HPM 9.1, Chapter 8 for appeal procedures.)	NSPECTOR'S SIGNATURE	7/23/09
	INSPECTOR'S SIGNATURE	7/28/09 DATE
	INSPECTOR'S SIGNATURE S.M. Yeu	7/28/09 DATE 9/23/2007
(See HPM 9.1, Chapter 8 for appeal procedures.)	8.m. yeur	DATE 9/23/2007
	10 ev	9/23/2007

CHAPTER 8 COMMAND DUI COST RECOVERY Page 1 of 3

Command:	Division:	Number:
Santa Maria	Coastal	750
Evaluated by:	Date:	
J. Orlett, #1194	9/11/2009	
Assisted by:	Date:	
H. Mangus, #14	9/11/2009	

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTI	ON		Lead Insp	ector's Signa	ture:	A	
□ Division L	evel	Command Level	1	9. E	Ill	17	
Office of	Inspections	Voluntary Self-Inspection	1				
Follow-up Re	equired:	☐ Follow-Up Inspection	Command	der's Signatur	e;		Date:
☐ Yes	⊠ No	BY:	1	NZ L	24_		9/22/09
For applica	ole policies, refer to	HPM 11.1, Chapter 20.					
Note: If a "N	o" or "N/A" box is ched	cked, the "Remarks" section	shall be u	tilized for e	xplanation	1,	
1. Does ensu Reim	the command have s re that a CHP 735, Inc	sufficient procedures to cident Response t, is prepared for each	⊠ Yes	□ No	□ N/A	Remarks:	
Inves secti Supe been revie	stigation Review Office on a CHP 735 was gen rvisor (OSS) and a 735 received. The OSS th ws the quarterly outsta	the arresting officer and forwar (AIRO). The AIRO makes a erated. Once the CHP 555/CFA, Case Log, entry made. The completes the suspense panding list of CHP 735s which	n Area Info HP 202 are he AIRO/Co portion and	ormation Sy complete, ourt Officer d forwards t	stem (AIS) the CHP 7 notifies th) entry indica 35 is sent to e OSS when	ting in the comment the Office Services BA results have
	the command have a ned to process all CH		⊠ Yes	□No	□ N/A	Remarks: OS	SS-I
the re	sponsibility of process	of this checklist is yes, is sing all CHP 735 forms or any other document?	⊠ Yes	□No	□ N/A	Remarks:	
Mana		rarded to Fiscal b) properly with completed or Section B of the form?	⊠ Yes	☐ No	□ N/A	Remarks:	
to fac meeti Influe involv • A • A	ilitate notification of a ng the requirements once (DUI) Cost Recove e cases where the fol Blood Alcohol Conter chemical test is positi		⊠ Yes	□ No	□ N/A	Remarks:	
of Sec	tion A of the form being	ted based on the criteria ng forwarded to FMS m one of the following	⊠ Yes	□No	□ N/A	Remarks: Current avera	ge is 2–5 days

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

Page	2	of	3
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dates?		1	1	
 The date of BAC results of =.08% were received 	1	1		
 The date of BAC results of =.04% were received 	1		1	
for a commercial driver	1		1	
8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the	⊠ Yes	□ No	□ N/A	Remarks:
 following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained 				
9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□No	□ N/A	Remarks:
10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	⊠ Yes	□No	□ N/A	Remarks: None in the review period. However, that is the process if needed.
11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks:
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□No	□ N/A	Remarks:
13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	⊠ Yes	□No	□ N/A	Remarks: Reimbursable DUI time is noted and highlighted in the line item. The defendant's name & case number is not noted on all CHP 415.
 14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time 	⊠ Yes	□ No	□ N/A	Remarks:
 On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage 				
 Call Back Field Sobriety Testing Transportation Booking 				
Chemical TestingTraffic Control				
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□ No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

Page 3					
	i. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□No	□ N/A	Remarks: The hourly rate is programmed into Acrobat form which has not been update.
	. Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□No	□ N/A	Remarks:
	. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□No	□ N/A	Remarks:
19	. In the absence of a CHP 735A, how is the command tr	acking the	DUI Cost	Recovery	Program?
	N/A				
20.	Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system?	⊠ Yes	☐ No	□ N/A	Remarks:
	 Defendant Information Violation Information Court Information FMS Information BAC test results 				
	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	☐ Yes	⊠ No	□ N/A	Remarks: One case still outstanding due to court procedures and is still in a pending file.
	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	□No	□ N/A	Remarks:
	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□No	□ N/A	Remarks: Lieutenant reviews and reconciles
Questic	on 25 pertains to Fiscal Management Section.				
	Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□No	⊠ N/A	Remarks: Pertains to FMS.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1 of 2

Command: Division: Chapter: 8
Inspected by: Date: 9/11/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

		The state of the s	nomoranaam may be	s about it additional opace is required:
TYPE OF INSPECTION ☑ Division Level ☐ Command L	TYPE OF INSPECTION Division Level Command Level		PENDED ON	Corrective Action Plan Included
Executive Office Level		2 hours		Attachments Included
Follow-up Required:	Forwa	rd to: OINS		
☐ Yes	Due D	ate: 8/14/2009		
Chapter Inspection:				Kabarak Francisco
Inspector's Comments Regar	ding Ir	novative Practices		
			11.	
140110				
Command Suggestions for St	atewid	e Improvement:		
NOTIC				
Inspector's Findings:				
	ding Ir	inovative Practices		

Area documents billable DUI-cost-recovery time appropriately on the CHP 415 and is currently submitting in CHP 735s to FMS within 10 days. Area is in compliance with applicable policy and law pertaining to DUI Cost Recovery. The Area has been successful in working with the court officer to minimize delays in receiving BA results and processing of the CHP 735. Area is encouraged to include both the defendant's name and case number in the line item of the CHP 415.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 2 of 2

Command: Division: Chapter: 8
Inspected by: Date: 9/11/2009

Commander's Response: 🖄 Concur or	☐ Do Not Concur (Do Not Concur shall docu	ment basis for response)
p. 11. 11. 11. 11. 11. 11. 11. 11. 11. 1			
Inspector's Comments: Shall address non	concurrence by comma	nder (e.g., findings revise	ed, findings unchanged,
etc.)			
Programmed Action			
Required Action			
Corrective Action Plan/Timeline			
Employee would like to discuss this report with	COMMANDER'S SIGNATU	JRE	DATE
the reviewer.	meni	,	9/ / 0
(See HPM 9.1, Chapter 8 for appeal procedures.)	11/0 W		7/22/09
	INSPECTOR'S SIGNATUR	-	DATE
	1.7. UM	U	9/22/09
Reviewer discussed this report with	REVIEWER'S SIGNATURE	1	DATE
employee Concur Do not concur	1 2		9/23/09
☐ Concur ☐ Do not concur	111		1 1 2/ 4/

STATE OF CALIFORMA
PEDARTHENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
CHAPTER 8
COMMAND REIMBURSABLE SERVICES
Page 1 of 4

Command: Santa Maria	Division: Coastal	Number: 750	
Evaluated by: SSA J. Gomez, #A12534		Date: 9/11/2009	
Assisted by: N/A		Date	

INSTRUCTIONS Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYCE DEINSPECTION		Lead Inspe	ector's Signa	ture:		
⊠ Division Level	Command Level					
Office of Inspections Voluntary Self-Irispection S. M. Yeuman Set for						
Follow-up Required:	Follow-Up Inspection	Command	er's Signatur	e: 0 1	Date:	
☐ Yes ⊠ No	BY:	11	17	W.	9-25-09	
For applicable policies, refe						
Note: If a "No" or "N/A" box is	checked, the "Remarks" section	shall be ut	ilized for e	explanation	1.	
services, departmenta cancellation policy?	med of the rates charged for I equipment usage, and	⊠ Yes	□No	□ N/A	Remarks	
expenses such as unit	clude mileage and other orm or equipment damage?	⊠ Yes	☐ No	□ N/A	Remarks:	
agency, is the agency' obtained?		⊠ Yes	□ No	□ N/A	Remarks	
Services Billing Memo		⊠ Yes	□No	□ N/A	Remarks.	
assigned to the detail i less than 24 hours pric	h CHP uniformed employee f the cancellation notification is ir to the scheduled service?	⊠ Yes	□No	□ N/A	Remarks:	
when employee(s) cou cancellation of their se	of 4 hours overtime charged ld not be notified of the ryice(s)?	⊠ Yes	☐ No	□ N/A	Remarks:	
7 Is information regarding necessary right-of-way	g the procedures to obtain clearances or permits, local or pertinent information made	⊠ Yes	□ No	□ N/A	Remarks	
 Are written requests for the appropriate comma 	specific services directed to	⊠ Yes	□No	□ N/A	Remarks:	
9 Are traffic control service approved by Division?		⊠ Yes	☐ No	□ N/A	Remarks:	
more approved by the (ces estimated to be \$50,000 or Office of the Commissioner?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.	
 Are extraordinary prote Assistant Commissione 	ctive services approved by the r, Field?	☐ Yes	□No	⊠ N/A	Remarks. Task has not occurred during this inspection.	

CHAPTER 8 COMMAND REIMBURSABLE SERVICES Page 2 of 4

12. Is a Reimburssable Services Agreement (RSA) log number requested from Division for every contract? 13. Is a CHP 465 form completed in accordance with policy? 14. Are advance payments collected from the contracting company prior to the start of the service? 15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments? 16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractural service(s)? 17. Is a copy of the CHP 465 prepared and submitted to the Fiscal Management Section upon completion of the contractural service(s)? 18. Is a CHP 466 maintained? 19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement? 19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year with a new log implemented on July 1 beginning with the sequential number 001. 21. Are all sequential numbers of our sequential number for each agreement? 22. Are sequential numbers and matching Billing Memorandum? 23. Is the Orly 465 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001. 24. Are all sequential numbers not matching Billing Memorandum? 25. Are sequential numbers not matching Billing Memorandum? 26. Is the inclusion of the indemnification clause included in the agreement when requested? 27. Is the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract graves of the contracting parties is a county, city, district, or other local public body? 28. Are dignitary protection services referred to the Office of Dignitary Protections or over services or over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract gravers by the Department of General Services, Office of Legal Services? 29. Are dignitary protection services referred to the Office of Dignitary Pr	Questions 12 through 17 pertain to collect		posits.			
13. Is a CHP 465 form completed in accordance with policy? 14. Are advance payments collected from the contracting company prior to the start of the service? 15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments? 16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractust services(s)? 17. Is a copy of the CHP 465 parent and submitted to the Fiscal Management Section upon completion of the contractust services(s)? 18. Is a CHP 466 maintained? 19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement? 20. Is the CHP 466 observation code, and a sequential with the sequential number 001? 21. Are all sequential number 001? 22. Are sequential numbers occurred for when reconciling with the Billing Memorandum? 22. Are sequential numbers of matching Billing Memorandum? 23. Is the original RSA signed and filed at Area? 24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits? 25. Is the indemnification clause included in the agreement when requested? 26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services? 27. If the service is over \$50.000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit? 28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting body obtained when	12. Is a Reimbursable Services Agreem	ent (RSA) log		VI50203		Domades
policy? 14. Are advance payments collected from the contracting company prior to the start of the service? 15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments? 16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)? 17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169? 20. Expositions 18 through 31 pertain to the preparation of agreements. 18. Is a CHP 466 maintained? 19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement? 20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001? 21. Are all sequential numbers accounted for when reconcining with the Billing Memorandum? 22. Are sequential numbers accounted for when reconcining with the Billing Memorandum? 23. Is the original RSA signed and filed at Area? 24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits? 26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services? 27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services built? 28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body? 29. Are digitally protection? 20. Are cliptally protection services referred to the Office of Dignitary Protection?	number requested from Division for	every contract?		☐ No	□ N/A	Remarks:
14. Are advance payments collected from the contracting company prior to the start of the service? 15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments? 16. Is a CHP 467 prepared and sumitted to the Fiscal Management Section upon completion of the contractural service(s)? 17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169? 18. Is a CHP 466 maintained? 19. Do RSA numbers begin with the letter 'R' to denote reimbursable services, followed by two digit fiscal year, three digit tocation code, and a sequential number for each agreement? 20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number of 01? 21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum? 22. Are sequential numbers not matching Billing Memorandums reconciled? 23. Is the original RSA signed and filed at Area? 24. Does the command proceed with all RSA arrangements, and if needed, ensure the requastor has obtained the necessary right-of-way, clearances, and permits? 25. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services? 27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit? 28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body? 28. Are dignified protection? 29. Are dignified protection of the services referred to the Office of Legal Services of the Centract Services of the Centracting parties is a county, city, district, or other local public body? 29. Are dignified protection?		ordance with	⊠ Yes	ПМо	□ N/A	Remarks:
company prior to the start of the service?		m the contracting				
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments? 16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)? 17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169? 20. Sestions 18 through 31 pertain to the preparation of agreements. 18. Is a CHP 466 maintained? 19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement? 20. Is the CHP 466 cosed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 301? 21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum? 22. Are sequential numbers not matching Billing Memorandum? 23. Is the original RSA signed and filed at Area? 24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits? 25. Is the indemnification clause included in the agreement when requested? 26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services? 27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit? 28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body? 29. Are seligintary protection services referred to the Office of Legal Stropes of the resolution services referred to the Office of Dignitary Protection services referred to the Office of Dignitary Protection?				П No	□ N/A	Remarks:
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)? 17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169? 20.	15. Is a CHP 251 prepared and mailed to	o the contracting	-			
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17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169? Questions 18 through 31 pertain to the preparation of agreements. 18. Is a CHP 466 maintained?		on of the		☐ No	☐ N/A	Remarks:
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Auestions 18 through 31 pertain to the preparation of agreements. NA NA			NZ.V			Remarks:
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19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement? 20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001? 21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum? 22. Are sequential numbers not matching Billing Memorandum reconciling with the Billing Memorandum? 23. Is the original RSA signed and filed at Area? 24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits? 25. Is the indemnification clause included in the agreement when requested? 26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services? 27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit? 28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body? 29. Are dignitary protection services referred to the Office of Dignitary Protection.		eparation of agr	eements.			
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement? 20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001? 21. Are all sequential numbers accounted for when reconcilling with the Billing Memorandum? 22. Are sequential numbers not matching Billing Memorandums reconciled? 23. Is the original RSA signed and filed at Area? 24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits? 25. Is the indemnification clause included in the agreement when requested? 26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services? 27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit? 28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body? 29. Are dignitary protection services referred to the Office of Dignitary Protection services referred to the Office of Dignitary Protection? 30. Are CHP 312 forms. CHP 313 forms, and CHP 467	18. Is a CHP 466 maintained?		Demonstrate 2		100 PRV/20074	Parada
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30. Are CHP 312 forms, CHP 313 forms, and CHP 467			☐ Yes	☐ No	⊠ N/A	
	30. Are CHP 312 forms, CHP 313 forms, a	and CHP 467			14-4 (XX-20-6X	Remarks: Task has not occurred during
forms prepared when a statewide agreement is in effect?		eement is in	☐ Yes	∐ No	⊠ N/A	

CHAPTER 8 COMMAND REIMBURSABLE SERVICES Page 3 of 4

31	When state agencies are requesting a statewide agreement, are they referred to Enforcement	☐Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
Quest	Services Division, Field Support Section? tions 32 through 38 pertain to training agreement pr	ocedures	and report	ting for se	nations provided
CHIOVISIA			and report	ung ioi si	ervices provided.
	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	☐ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□No	□ N/A	Remarks:
34	Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?		□ No	□ N/A	Remarks:
	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	⊠ Yes	□No	□ N/A	Remarks:
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□ No	□ N/A	Remarks:
	Are outstanding items being inspected and resolved?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
Questi specia	ons 39 through 52 pertain to extraordinary protective projects.	e services	and repo	ort of over	rtime hours for reimbursable
	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
40.	Is a reimbursable special project code obtained on every contractual service?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks:
	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□No	□ N/A	Remarks:
	Are all corrections noted on the overtime report(s)?	⊠ Yes	☐ No	□ N/A	Remarks:
	Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks:
	Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	⊠ Yes	☐ No	□ N/A	Remarks:
	Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
	Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	☐ Yes	□ No	⊠ N/A	Remarks: Division Level. Area not involved in this process.

CHAPTER 8 COMMAND REIMBURSABLE SERVICES Page 4 of 4

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	Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□ No	□ N/A	Remarks:
50.	Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	☐ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks: To Area then to FMS
52.	Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1 of 2

Command: Division: Chapter: 8
Inspected by: Date: 9/11/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

				acca ii acciiionai opace ie regairea:
TYPE OF INSPECTION Division Level Command Level Executive Office Level		TOTAL HOURS EXPENDED ON THE INSPECTION: 2 hours		Corrective Action Plan Included
				Attachments Included
	Forwa	rd to: OINS		
Follow-up Required:	loiwa	d to. Olivo		
☐ Yes	Due D	ate: 8/14/2009		
Chapter Inspection:	i vii			
Inspector's Comments Regar	dina Ir	novative Practices:		
map a state of the	unig ii	Tractices.		
None				
Command Suggestions for St	atowid	o Improvement:		
Command daggestions for St	atewiu	e improvement.		
None				
				4
Incocator's Findings				
Inspector's Findings:				

In regards to Question 23—Is the original CHP 465 (Reimbursable Services Agreement) signed and filed at Area?—the Area was sending an Original and one copy of the RSA to Fiscal Management Section; however, upon reviewing policy, the Area will now keep the Original RSA on file for their records. Upon completion of this Chapter 8 inspection report, Santa Maria Area is in compliance.

STATE OF CALIFORNIA GERMANISHWAY PATROL COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 2

Command: Santa Maria	Division: Coastal	Chapter:
Inspected by: SSA J. Gomez,	#A12534	Date: 9/11/2009

Commander's Response: Concur or Do Not Concur (Do Not Concur shall document basis for response)
Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)
Required Action
Corrective Action Plan/Timeline
N/A

Friployee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	GOMMANDER'S SIGNATURE REVIEWER'S	9/25/09
	INSPECTOR'S SIGNATURE	DATE
I Downwar diagrapsed this reserve the	REVIEWER'S SIGNATURE ACOMMANNERS	9/25/2009
Reviewer discussed this report with employee	REVIEWER'S SIGNATURE COMMANDER'S	
∠ Concur □ Do not concur	MA-	9-25-09

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY
Page 1 of 3

Command:	Division:	Number:
Buellton	Coastal	755
Evaluated by:	Date:	
J. Orlett, #119	9/11/2009	
Assisted by:	Date:	
H. Mangus, #	9/11/2009	

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF IN	SPECTION		Lead Inspe	ector's Signati	ure:		
⊠ Divi	sion Level	Command Level	1	F. On	lut		
☐ Office of Inspections ☐ Voluntary Self-Inspection			/ /	. 010			
Follow-up Required:			Command	er's Signature):		Date:
☐ Yes	⊠ No	BY:	11/1	Ma			9/22/09
For ap	plicable policies, refer to	HPM 11.1, Chapter 20.	(7 7 7
Note: If	f a "No" or "N/A" box is chec	ked, the "Remarks" section	shall be ut	ilized for ex	planation		
1.	Does the command have sensure that a CHP 735, Inc. Reimbursement Statement arrest that meets the cost results.	cident Response t, is prepared for each	⊠ Yes	□No	□ N/A	Remarks:	
3.	Officers are required to complete CHP 735s for all reimbursable incidents. Officers are required to print and attach completed CHP 415s. The CHP 415s have the case number and/or defendant's name highlighted in the line section. This is used for comparison and review by a supervisor. Final approval is sent to the commander for signature. The signed forms are sent to the office assistant for processing. 3. Does the command have a specific employee(s)						the line section.
	assigned to process all CH		⊠ Yes	□No	□ N/A	Remarks: OS	SS-I
	If the answer to question 3 the responsibility of processisted in their job description	sing all CHP 735 forms	⊠ Yes	□No	□ N/A	prior to inspe-	e OSS-I retired 3 days ction; the OA is currently HP 735s and handling ties.
	Are all CHP 735 forms form Management Section (FMS criteria in either Section A c	s) properly with completed	⊠ Yes	☐ No	□ N/A	Remarks:	
	Does the command have a to facilitate notification of a meeting the requirements of Influence (DUI) Cost Recovinvolve cases where the folour A Blood Alcohol Conterous A chemical test is positon There is no supporting a refusal)	conviction involving cases of the Driving Under the very Program? This would lowing criteria applies: ht (BAC) under .08%	⊠ Yes	□No	□ N/A	Remarks:	
,	Are CHP 735 forms comple of Section A of the form bei within ten business days fro dates?	ng forwarded to FMS	⊠ Yes	□No	□ N/A	Remarks: 2–6	3 days.

INSPECTION PROGRAM

CHAPTER 8

OFFICE	ILIYO		
COM	MAND DUI C	OST RECO	VER'
Page 2	of 3		

 The date of BAC results of =.08% were rece 	ived			
 The date of BAC results of =.04% were rece 	ived			
for a commercial driver				
8. Are CHP 735 forms completed based on the crite of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 o 23153, or greater offence as a result of one of the following?	r ⊠ Yes	□No	□ N/A	Remarks:
 The person arrested refused to provide a chemical test The arrest was for drugs only 				
 A BAC of < .08% was obtained 				
9. Is the Itemized Staff Hours section of the CHP 73 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	35 ⊠ Yes	□ No	□ N/A	Remarks:
10. If the person arrested is transient, is the case be entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 7 to FMS?	☐ Yes	□ No	□ N/A	Remarks: None in the review period. However, that is the process if needed.
11. Are staff hours involved in the incident recorded the CHP 735 to the nearest ten minutes?	on 🛮 🖂 Yes	□No	□ N/A	Remarks:
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Da Field Record?	aily Xes	□ No	□ N/A	Remarks:
13. Does the Notes portion of the CHP 415 indicate billable DUI time when the CHP 415 includes mo than one activity?		☐ No	□ N/A	Remarks: Reimbursable DUI time is noted and highlighted in the line item with either defendant's name or case number.
14. Are the staff hours incurred by members of the Department for the following activities associated an incident meeting the criteria for DUI cost recovincluded in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control	rery	□No	□ N/A	Remarks:
15. Are the staff hours for officers-in-charge, sergear lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in quest 12 of this checklist and not exclusively supervisor tasks?	ion Yes	□ No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

Page 3 o	of 3				
	Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□ No	□ N/A	Remarks: The hourly rate is programmed into Acrobat form which has not been update.
17.	Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□ No	□ N/A	Remarks:
18.	Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
19.	In the absence of a CHP 735A, how is the command to N/A	racking the	DUI Cost	Recovery	Program?
20.	Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Violation Information Court Information BAC test results	⊠ Yes	□ No	□ N/A	Remarks:
21.	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	☐ Yes	⊠ No	□ N/A	Remarks: One case still outstanding due to court procedures and is still in a pending file.
22.	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	□ No	□ N/A	Remarks:
23.	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	⊠ Yes	□No	□ N/A	Remarks:
	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks: Lieutenant reviews and reconciles
Questic	on 25 pertains to Fiscal Management Section.		Contract of the	w.	And the land of the
	Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐Yes	□No	⊠ N/A	Remarks: Pertains to FMS.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1 of 2

Command:	Division:	Chapter:
Buellton	Coastal	8
Inspected by:	Date:	
J. Orlett, #119	9/11/2009	

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required. TYPE OF INSPECTION TOTAL HOURS EXPENDED ON THE Corrective Action Plan Included INSPECTION: □ Division Level □ Command Level 2 hours Attachments Included ☐ Executive Office Level Forward to: OINS Follow-up Required: Due Date: 7/31/2009 □Yes ⊠ No Chapter Inspection: Inspector's Comments Regarding Innovative Practices: None Command Suggestions for Statewide Improvement: None Inspector's Findings: Area documents billable DUI-cost-recovery time appropriately on the CHP 415 and is currently submitting in CHP 735s to FMS within 10 days. Area is in compliance with applicable policy and law pertaining to DUI Cost Recovery. The Area has been successful in working with the court officer to minimize delays in receiving BA results and processing of the CHP 735. Area is reminded that both the defendant's name and a court case number are required on the CHP 415. Commander's Response: Concur or Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged,

None

etc.)

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 2 of 2

Command:	Division:	Chapter:
Buellton	Coastal	8
Inspected by:	Date:	
J. Orlett, #119	9/11/2009	

Required Action		Lating in	THE IC		传训	nko kati	TE CALL	
							- 111	
Corrective Action Plan/Timeline								

N/A

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	9/22/09
	MSPECTOR'S SIGNATURE	9/22/09
☐ Reviewer discussed this report with employee ☐ Do not concur	REVIEWER'S SIGNATURE	9/22/09

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
CHAPTER 8
COMMAND REIMBURSABLE SERVICES
Page 1 of 4

Command: Buellton	Division: Coastal	Number: 755	
Evaluated by: SSA J. Gomez, #A12534		Date: 9/11/2009	
Assisted by: N/A		Date	

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

- CALL -				
TYPE OF INSPECTION	Lead Insp	ector's Signat	ure:	
☑ Division Level ☐ Command Level				
	1	m. 7	Ilmen	for
☐ Office of Inspections ☐ Voluntary Self-Inspection	0.	+		
Follow-up Required:	Command	er's Signature): 	Date:
☐ Yes	111	1/1///	200	9/24/00
For applicable policies, refer to HPM 11.1, Chapter 6.	1111	11/10		1/21/01
The approach penales, refer to the William Co.				-
		VVA. 11. 10. 10. 10. 10. 10. 10. 10. 10. 10		
Note: If a "No" or "N/A" box is checked, the "Remarks" section	shall be u	tilized for e	xplanation	
Prior to the performance of services, is the contracting party informed of the rates charged for	⊠ Yes	ППО	□ N/A	Remarks:
services, departmental equipment usage, and	2 103		1 - 14//	
cancellation policy?				
Does the billing rate include mileage and other	57.4			Remarks:
expenses such as uniform or equipment damage? 3. When a safety service is provided to another state		☐ No	□ N/A	Normano.
 When a safety service is provided to another state agency, is the agency's five-digit billing code 	Yes	□No	⊠ N/A	Remarks: Task has not occurred during
obtained?				this inspection.
4. Is the billing code documented on the Reimbursable				Remarks: Task has not occurred during
Services Billing Memorandum?	☐ Yes	☐ No	⊠ N/A	this inspection.
5. Is \$50 charged for each CHP uniformed employee	57.4			Remarks:
assigned to the detail if the cancellation notification is less than 24 hours prior to the scheduled service?	⊠ Yes	☐ No	□ N/A	Tromano.
6. Is a minimum payment of 4 hours overtime charged				
when employee(s) could not be notified of the	⊠ Yes	☐ No	□ N/A	Remarks:
cancellation of their service(s)?				
7. Is information regarding the procedures to obtain	MV	<u></u>	- N/A	Remarks:
necessary right-of-way clearances or permits, local requirements, and other pertinent information made	⊠ Yes	☐ No	□ N/A	
available to inquiring parties?		4		
8. Are written requests for specific services directed to				
the appropriate command?	⊠ Yes	☐ No	□ N/A	Remarks:
9. Are traffic control services less than \$50,000	N	~~	[] A. (A	Remarks:
approved by Division? 10. Are traffic control services estimated to be \$50,000 or		☐ No	□ N/A	Transaction.
more approved by the Office of the Commissioner?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during
11. Are extraordinary protective services approved by the			<u> </u>	this inspection.
Assistant Commissioner, Field?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during

CHAPTER 8
COMMAND REIMBURSABLE SERVICES
Page 2 of 4

Ques	tions 12 through 17 pertain to collecting advance de	posits.			
227 00 (Q-12	2. Is a Reimbursable Services Agreement (RSA) log	ST PROGRAM SECTION AND SELECT	SECTION SECTIONS	CC 20059070100070	
	number requested from Division for every contract?	⊠ Yes	☐ No	□ N/A	Remarks:
13	B. Is a CHP 465 form completed in accordance with policy?	⊠ Yes	□No	□ N/A	Remarks:
14	Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	□No	□ N/A	Remarks:
15	5. Is a CHP 251 prepared and mailed to the contracting			□ N/A	Remarks:
10	company upon receipt of advance payments?		☐ No	LINA	
16	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□ No	□ N/A	Remarks:
17	. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	□No	□ N/A	Remarks:
Quest	ions 18 through 31 pertain to the preparation of agre	eements.			
18	. Is a CHP 466 maintained?				
			☐ No	□ N/A	Remarks:
19	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□ No	□ N/A	Remarks:
20	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	☐ Yes	□No	⊠ N/A	Remarks: Log number assigned by Coastal Division; may or may not start with sequential number 001.
21	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	□No	□ N/A	Remarks:
22.	Are sequential numbers not matching Billing Memorandums reconciled?	Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
23.	Is the original RSA signed and filed at Area?	☐ Yes	⊠ No	□ N/A	Remarks: Original sent to accounting.
24.	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□ No	□ N/A	Remarks:
25.	Is the indemnification clause included in the agreement when requested?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
26.	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
27.	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	⊠ Yes	□No	□ N/A	Remarks:
	Are dignitary protection services referred to the Office of Dignitary Protection?	☐ Yes	☐ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.

CHAPTER 8 COMMAND REIMBURSABLE SERVICES Page 3 of 4

31	agreement, are they referred to Enforcement	Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Services Division, Field Support Section?	<u> </u>			1
Quest	ions 32 through 38 pertain to training agreement pr	ocedures	and report	ing for se	rvices provided.
	. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□ No	□ N/A	Remarks:
34.	Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?		□ No	□ N/A	Remarks:
	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	⊠ Yes	□No	□ N/A	Remarks:
	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□ No	□ N/A	Remarks:
	Are outstanding items being inspected and resolved?	☐ Yes	☐ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
Questi	ons 39 through 52 pertain to extraordinary protectiv projects.	e services	and repo	rt of over	time hours for reimbursable
special 39.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	e services	and repo	rt of over	Remarks: Task has not occurred during this inspection.
39. 40.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service?				Remarks: Task has not occurred during
39. 40. 41.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection. Remarks: Task has not occurred during
40. 41.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	☐ Yes	□ No	N/A N/A	Remarks: Task has not occurred during this inspection. Remarks: Task has not occurred during this inspection.
40. 41. 42.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? Are all corrections noted on the overtime report(s)?	☐ Yes ☐ Yes ☐ Yes ☐ Yes	□ No □ No □ No	N/A N/A N/A	Remarks: Task has not occurred during this inspection. Remarks: Task has not occurred during this inspection. Remarks:
40. 41. 42.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	No No No No No No	N/A N/A	Remarks: Task has not occurred during this inspection. Remarks: Task has not occurred during this inspection. Remarks: Remarks:
40. 41. 42. 43.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? Are all corrections noted on the overtime report(s)? Are overtime reports approved and dated by the	☐ Yes	□ No □ No □ No □ No □ No □ No	N/A N/A	Remarks: Task has not occurred during this inspection. Remarks: Task has not occurred during this inspection. Remarks: Remarks:
40. 41. 42. 43. 44. 46.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? Are all corrections noted on the overtime report(s)? Are overtime reports approved and dated by the commander after reconciling? Is the original overtime report(s) forwarded to FMS? Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	No No No No No No	N/A N/A	Remarks: Task has not occurred during this inspection. Remarks: Task has not occurred during this inspection. Remarks: Remarks: Remarks:
40. 41. 42. 43. 44. 45. 46. 47. 47.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? Are all corrections noted on the overtime report(s)? Are overtime reports approved and dated by the commander after reconciling? Is the original overtime report(s) forwarded to FMS?	☐ Yes	No No No No No No No No	N/A N/A	Remarks: Task has not occurred during this inspection. Remarks: Task has not occurred during this inspection. Remarks: Remarks: Remarks: Remarks: Remarks:

CHAPTER 8 COMMAND REIMBURSABLE SERVICES
Page 4 of 4

49	Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□ No	□ N/A	Remarks:
50.	Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
51.	Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks: To Area then to FMS
52.	Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1 of 2

Command: Division: Chapter: 8
Inspected by: Date: 9/11/2009

	Inspecti s docume	on numbent shall I	er. Under "Forvoe utilized to do	vard to:" enter the nex cument innovative pra	Il in the blanks as indicated. Enter the chapter at level of command where the document actices, suggestions for statewide used if additional space is required.
TYPE OF INSPECTION Division Level Command Level		TOTAL HOURS EXPENDED ON THE INSPECTION:			☐ Corrective Action Plan Included
Executive Office Level		2 h	ours		Attachments Included
Follow-up Required:	Forwa	rd to:	OINS		
☐ Yes	Due D	ate:	8/14/2009		The second secon
Chapter Inspection:	- Med 3	AND THE RES			
Inspector's Comments Regar	ding Ir	novati	ve Practices	3:	
None				*	
Command Suggestions for St	atewid	e Impr	ovement:		
None					

In regards to Question 23—Is the original CHP 465 (Reimbursable Services Agreement) signed and filed at Area?—the Area was sending an Original and one copy of the RSA to Fiscal Management Section; however, upon reviewing policy, the Area will now keep the Original RSA on file for their records. Upon completion of this Chapter 8 inspection report, Buellton Area is in compliance.

Inspector's Findings:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 2 of 2

Command: Division: Chapter: 8
Inspected by: Date: 9/11/2009

		e e
Commander's Response: 🛛 Concur o	or Do Not Concur (Do Not Conc	ir shall document basis for response)
Communication to the openiod.	Do Not Concar (Do Not Conca	ar shall document basis for respense,
Inspector's Comments: Shall address not	n concurrence by commander (e.g., fin	dings revised, findings unchanged,
etc.)		
Required Action		TO BOOK OF THE PARTY OF THE PAR
Corrective Action Plan/Timeline		
Corrective Florier Florier		The state of the s
N/A		
Employee would like to discuss this report with the reviewer.	COMMANDER'S SIGNATURE	DATE
(See HPM 9.1, Chapter 8 for appeal procedures.)	1111100	9/24/09
	INSPECTOR'S SIGNATURE	DATE
	8 m. Krimeter	9/24/2009
Reviewer discussed this report with	REVIEWER'S SIGNATURE	9/24/200 9 DATE 9/25/09
employee	8 7/1	91.51.0
☐ Concur ☐ Do not concur	120 /00 /	1/61/07

STATE OF CALIFORNIA HOPAVAY PATECT

INSPECTION PROGRAM CHAPTER 8

COMMAND DUI COST RECOVERY
Page 1 of 3

Commano	Orvision	Number
Santa Barbara	Coastal	760
Evaluated by J. Orlett, #1194	0	9/16/2009
Assisted by A. Carrillo, #110	324	Dale 9/16/2009

INSTRUCTIONS Answer individual items with "Yes" or "No" answers or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandom shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up inspection, the "Follow-up inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION	Lead Insp	actor's Signa		,
□ Command Level	A	5 €	DALL	1 th
Office of Inspection	1			
Follow-up Required Follow-Up Inspection	Command	er's Signatur	6	Date
[Yes [⊠] No BY	P	- April		9/24/08
For applicable policies, refer to HPM 11.1, Chapter 20				
Note: If a "No" or "N/A" box is checked, the "Remarks" section	shall be u	tilized for e	xolanatio	7
Does the command have sufficient procedures to ensure that a CHP 735, Incident Response Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria?	⊠ Yes	□ No	□ N/A	Remarks
What are these procedures? The Standard Operating Procedures (SOP) for the Area details reconciliation and quarterly audit of the forms. Lieutenant. Officers are required to print and attach co. The CHP 415s have the case number and defendant's n and review, which is documented in the notes section be floutenant/captain for signature. The signed forms are time averages less than 10 days.	The CHP 73 mpleted Ch ame highlighly by the Coun	15A is moni IP 415s for ghted in the I Officer. F	tored by to time spen Tine sectional	he Court Officer and the ton DUI reimbursable incidents. on. This is used for comparison val is sent to the
3 Does the command have a specific employee(s) assigned to process all CHP 735 forms?	Yes	□ No	□ N/A	Remarks
4 If the answer to question 3 of this checklist is yes is the responsibility of processing all CHP 735 forms listed in their job description or any other document?	⊠ Yes	□ No	□ N/A	Ramaiks
5 Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	🗵 Yes	□ No	□ N/A	Remarks
 6. Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies A Blood Alcohol Content (BAC) under 08% A chemical test is positive for drugs only There is no supporting BAC test of drug test in elements. 	⊠ Yes	□ No	□ N/A	Remarks
7 Are CHP 735 forms completed based on the critera of Section A of the form being forwarded to FMS within ten business days from one of the following	🔀 Yes	□ No	□ N/A	Remarks

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

Page 2 of 3

	1	
Yes □ N	No □ N/A	Remarks:
′es	Jo □ N/A	Remarks:
′es 🔲 N	lo N/A	Remarks:
es 🗆 N	0 🗆 N/A	Remarks:
es 🗆 N	o 🔲 N/A	Remarks:
es 🗆 N	o 🗆 N/A	Remarks:
es N	o N/A	Remarks:
es 🗌 No	D □ N/A	Remarks:
	res □ N	/es

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

Page 3								
	3. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□No	□ N/A	Remarks: This item was briefed on 10/15/2009			
-	7. Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□No	□ N/A	Remarks:			
	3. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	☐ Yes	⊠ No	□ N/A	Remarks: Refer to #19 below.			
19	. In the absence of a CHP 735A, how is the command tr	acking the	DUI Cost	Recovery	Program?			
The Court Officer uses a computer log and AIS which includes the incident type (ie: BOL, TC, etc). This log tracks all data which the Commander or his designee reviews weekly, including court dispositions.								
20	Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system?	⊠ Yes	□No	□ N/A	Remarks:			
	 Defendant Information Violation Information Court Information FMS Information BAC test results 							
21	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	□No	□ N/A	Remarks:			
22.	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	□No	□ N/A	Remarks:			
	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	⊠ Yes	□No	□ N/A	Remarks:			
	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□No	□ N/A	Remarks:			
Question 25 pertains to Fiscal Management Section.								
25.	Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□No	⊠ N/A	Remarks: Pertains to FMS.			

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1 of 2

Command: Division: Chapter: 8

Santa Barbara Coastal 8

Inspected by: Date: 9/16/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

improvement, identified deficiencies, col	irective a	iction plans. A CHF 51 I	nemorandum may be	e used ii additional space is required.
TYPE OF INSPECTION Division Level Command Level Executive Office Level				Corrective Action Plan Included
		2 hours		Attachments Included
Follow-up Required:	Forwa		x	
☐ Yes	Due D	ate: 8/14/2009		
Chapter Inspection:	4.0	So The Complete		
Inspector's Comments Regar	ding Ir	novative Practices		
None Command Suggestions for St				
Command Suggestions for St	atewiu	e improvement.		
None				
Inspector's Findings:				

Office of Inspections completed a DUI Cost Recovery audit in June of this year. Santa Barbara Area has subsequently implemented changes recommended by the audit as of 7/22/2009. Area is now in full compliance. Additionally, Area briefed the CN from 10/15/2009 regarding changes to the dollar amount charged per hour.

STATE OF CALEORNA HIGHWAY PATRO. COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 2 of 7

Concur

Do not concur

Certmand	Division	Chapter	
Santa Barbara	Coastai	8	
inspected by	Date		
J. Orlett #11940	9/16/2009		

9/23/09

Commandara Dannasa 1870			
Commander's Response ** Concur or **	Do Not Concur (Do N	lot Concur shall docume	int basis for response)
Inspector's Comments Shall address non as	na		
Inspector's Comments. Shall address non co	ncurrence by commander	(e.g., findings revised, f	indings unchanged.
Required Action			
Corrective Action Dis-			Water to the later
Corrective Action Plan/Timeline			
N/A			
1877			
Employee would like to do.	Simulation and the second		
Employee would like to discuss this report with C	OMMANDER'S SIGNATURE	DA	ATE
(See HPM 9 1, Chapter 8 for appeal procedures.)	J- SHOW		3/22/08
X	PRECTOR'S SIGNATURE	1 04	3/22/00
	1.611101t	1	3/22/00
Reviewer discussed this report with	VIEWER'S SIGNATURE		112109
employee	0 11/	- JA	116

STATE OF CALIFORNIA GENERAL PATROL CEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM CHAPTER 8

COMMAND REIMBURSABLE SERVICES
Page 1 of 4

Command: Santa Barbara	Division Coastal	Number: 760
Evaluated by SSA J. Gomez,	#A12534	Date 9/16/2009
Assisted by: Sgt. G. Klingenb	era, #13244	Date 9/16/2009

INSTRUCTIONS Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION				Lead Inspector's Signature:			
⊠ D∧	rision Level	Command Level					
				20 21		C	
	fice of Inspections	5.	m. 4	uman	-		
Follow	r-up Required	Follow-Up Inspection	Command	er's Signature	ė		Date:
🔀 Ye	s No	BY:	11-	Mu			9/24/09
Fora	oplicable policies, refer		0				
Note:	If a "No" от "N/A" box is c	hecked, the "Remarks" section	shall be ut	ilized for e	xplanation		
1	Prior to the performance contracting party inform services, departmental cancellation policy?	ed of the rates charged for	⊠ Yes	☐ No	□ N/A	Remarks	
2		rm or equipment damage?	⊠ Yes	☐ No	□ N/A	Remarks:	
3	When a safety service is agency, is the agency's obtained?	s provided to another state five-digit billing code	⊠ Yes	□ No	□ N/A	Remarks:	
4	Is the billing code docur Services Billing Memora	mented on the Reimbursable	☐ Yes	⊠ No	□ N/A	Remarks C Procedure c	HP 467 not completed prrected
5	assigned to the detail if	CHP uniformed employee the cancellation notification is to the scheduled service?	⊠ Yes	☐ No	□ N/A	Remarks	
6	is a minimum payment (when employee(s) could cancellation of their serv	of 4 hours overtime charged throat be notified of the rice(s)?	⊠ Yes	□ No	□ N/A	Remarks	
7.	necessary right-of-way of	the procedures to obtain clearances or permits, local pertinent information made rties?	⊠ Yes	□ No	□ N/A	Remarks.	
8	Are written requests for the appropriate comman	specific services directed to		☐ No	□ N/A	Remarks	
Э	Are traffic control service approved by Division?	es less than \$50,000	⊠ Yes	☐ No	□ N/A	Remarks	
	more approved by the O	es estimated to be \$50,000 or ffice of the Commissioner?	Yes	☐ No	⊠ N/A	Remarks: To during this in	ask has not occurred spection.
11:	Are extraordinary protect Assistant Commissioner,	tive services approved by the , Field?	☐ Yes	□ No	⊠ N/A	Remarks: To during this in	ask has not occurred spection.

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

Page 2 of 4

Quest	ions 12 through 17 pertain to collecting advance de	posits.			
	. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	☐ No	□ N/A	Remarks:
	. Is a CHP 465 form completed in accordance with policy?	⊠ Yes	□ No	□ N/A	Remarks:
	Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	☐ No	□ N/A	Remarks:
15	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	☐ No	□ N/A	Remarks:
16	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□No	□ N/A	Remarks:
	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	□ No	□ N/A	Remarks:
Questi	ons 18 through 31 pertain to the preparation of agre	ements.			
18.	Is a CHP 466 maintained?	Yes	⊠ No	□ N/A	Remarks: Procedure corrected.
19.	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□ No	□ N/A	Remarks:
20.	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	□Yes	□ No	⊠ N/A	Remarks: Log number assigned by Coastal Division; may or may not start with sequential number 001.
21.	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
22.	Are sequential numbers not matching Billing Memorandums reconciled?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
23.	Is the original RSA signed and filed at Area?	☐ Yes	⊠ No	□ N/A	Remarks: Original sent to accounting.
24.	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the indemnification clause included in the agreement when requested?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
26.	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
27.	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	⊠ Yes	□No	□ N/A	Remarks:
	Are dignitary protection services referred to the Office of Dignitary Protection?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	☐ Yes	⊠ No	□ N/A	Remarks: CHP 467 not completed. Procedure corrected.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES Page 3 of 4

Procedure corrected.	rage o	J1 4				
Questions 32 through 38 pertain to training agreement procedures and reporting for services provided. 32. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session? No NA Remarks: Task has not occurred during this inspection. 33. Are the original CHP 487 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 6 days? No N/A Remarks: Remarks: 34. Are copies of CHP 487 forms forwarded to the next level of review? So. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month? Yes No N/A Remarks: CHP 466 not maintaine Procedure corrected. 31. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes? Yes No N/A Remarks: CHP 466 not maintaine Procedure corrected. Questions 39 through 52 pertain to extraordinary protective services and report of overtime hours for reimbursable special projects. No N/A Remarks: Task has not occurred during this inspection. 39. Is a copy of the CHP 467 and CHP 465 submitted to FMS yes No N/A Remarks: Task has not occurred during this inspection.	31.	agreement, are they referred to Enforcement	☐ Yes	□ No	⊠ N/A	
Yes	Quest	ions 32 through 38 pertain to training agreement pro	cedures a	nd reporti	ng for se	rvices provided.
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days? 34. Are copies of CHP 467 forms forwarded to the next level of review? 35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log? 36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month? 37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable ime has been reported to FMS for billing purposes? 38. Are outstanding items being inspected and resolved? 39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services and report of overtime hours for reimbursable special projects. 39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services and report of overtime hours for reimbursable special projects. 40. Is a reimbursable special project code obtained on every contractual service? 41. Is the overtime report(s) for reimbursable special projects osed to reconcile CHP 415 forms for each special project; sused to reconcile CHP 415 forms for each special project; over the correct special project code abs been used? 42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? 43. Are all corrections noted on the overtime report(s) verified to ensure the correct special project code has been used? 44. Are overtime reports approved and dated by the commander after reconciling? 45. Is the original overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP) of the month? 46. Is a copy of the overtime report forwarded to Division and forwarded to FMS by the 30 th of the	32.		Yes	□ No	⊠ N/A	
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FMS noted on the Reimbursable Services Control	34.	Are copies of CHP 467 forms forwarded to the next	⊠ Yes	□No	□ N/A	Remarks:
Control Log forwarded or e-mailed to the Division	35.	FMS noted on the Reimbursable Services Control		⊠ No	□ N/A	Remarks: CHP 466 not maintained. Procedure corrected.
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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES
Page 4 of 4

Page 4	JI 4				
49.	Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	☐ No	□ N/A	Remarks:
50.	Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
51.	Are all payments made directly to FMS?	⊠ Yes	☐ No	□ N/A	Remarks: To Area then to FMS
52.	Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1 of 2

Command:	Division:	Chapter:
Santa Barbara	Coastal	8
Inspected by:		Date:
SSA J. Gomez, #A12534		9/16/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION Division Level Command I Executive Office Level	total hours expended on the inspection: 3 hours		☑ Corrective Action Plan Included☐ Attachments Included	
Follow-up Required:	Forwa	rd to: OINS		
⊠ Yes □ No	Due D	ate: 8/14/2009		
Chapter Inspection: Chapter	8 Com	mand Reimbursable	Services	Net SWILL THE TOTAL THE THE THE
Inspector's Comments Regar	rding Ir	novative Practices:		
None				
Command Suggestions for S	tatewic	e Improvement:		
None				
Inspector's Findings:	*************			

In regards to Question 23—Is the original CHP 465 (Reimbursable Services Agreement) signed and filed at Area?—the Area was sending an Original and one copy of the RSA to Fiscal Management Section; however, upon reviewing policy, the Area will now keep the Original RSA on file for their records. Also, the Area will keep signed copies of the CHP 467 (Billing Memorandum—Reimbursable Services) in file for their records.

In regards to Question 36—Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?—the Area has corrected this procedure as of 9/16/2009 and will email their Control Log to the Division Coordinator by the 15th of every month.

Also, during the inspection it was identified that the Area did not maintain a CHP 466 (Reimbursable Services Control Log). This procedure has been corrected as of 9/16/2009; Area is now in compliance with policy. Upon completion of this Chapter 8 inspection report, Santa Barbara Area is in compliance.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Chapter: Command: Division: Coastal 8 Santa Barbara Inspected by: Date: 9/16/2009 SSA J. Gomez, #A12534

Page 2 of 2		
Commander's Response: 💢 0	Concur or Do Not Concur (Do Not Con	cur shall document basis for response)
Inspector's Comments: Shall ac etc.)	ddress non concurrence by commander (e.g.,	findings revised, findings unchanged,
Required Action		TO CALL DESIGNATION OF THE SECOND OF THE SEC
Corrective Action Plan/Timeline		
Complete the CHP 466 (Reir 2009. Maintain signed copie CHP 466 by October 15, 200	mbursable Services Log) for Fiscal Years of the CHP 467 in Area's command	ar of 2009/2010 by September 30 files. Email a copy of the Area's
CHP 400 by October 15, 200	19, to Division Coordinator.	
Employee would like to discuss this an	part with COMMANDER'S SIGNATURE	DATE
Employee would like to discuss this re the reviewer (See HPM 9.1, Chapter 8 for appeal p	rocedures.)	9/09/05
	S. M. Yuman	9 /24/2009
Reviewer discussed this report with employee Do not concu	8 7/	9/27/09

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY
Page 1 of 3

Command: Ventura	Division: Coastal	Number: 765
Evaluated by: J. Orlett, #1	1940	Date: 09/16/2009
Assisted by: A. Carrillo, #	±11324	Date: 09/16/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

1	TYPE OF INSE	PECTION		Lead Insp	ector's Signat		1
	⊠ Divisio	on Level	Command Level	1	E. ()	Mili	
	☐ Office	of Inspections] Voluntary Self-Inspection	1			
	Follow-up	o Required:	☐ Follow-Up Inspection	Command	ler's Signature	eti	Date:
	☐ Yes	⊠ No	BY:	A		e)	1/0/29
	For appl	icable policies, refer to	HPM 11.1, Chapter 20.	/			
			cked, the "Remarks" section	shall be u	tilized for e	xplanation	Car To Car
	e R	Poes the command have some that a CHP 735, Including the community of the cost in the cost	cident Response t, is prepared for each	⊠ Yes	□ No	□ N/A	Remarks:
	T ti ti h.	he SOP details reconcil he field operations offic	er (lieutenant). Officers ar ursable incidents. CHP 41	of the fori e required 5s have ti	ns. The C d to print a he case nu	HP 735A i nd attach mber and	is monitored by the OSS-I and completed CHP 415s for I defendant's name
	V	ent to the lieutenant/cap entura's turn around tir	otain for signature. The signe averages less than 10 c	gned form	ns are sent	to the O	SS-I for processing.
	3. De	ent to the lieutenant/cap	otain for signature. The signe averages less than 10 conspective specific employee(s)	gned form	□ No	to the O	SS-I for processing. Remarks:
	3. Do as	ent to the lieutenant/cap lentura's turn around tire oes the command have a ssigned to process all CH the answer to question 3 e responsibility of proces	otain for signature. The signe averages less than 10 conspecific employee(s) P 735 forms? of this checklist is yes, is	gned form lays.	ns are sent	to the O	SS-I for processing.
	3. Do as 4. If the lis 5. Ar	ent to the lieutenant/cap centura's turn around ting oes the command have a ssigned to process all CH the answer to question 3 e responsibility of process sted in their job description re all CHP 735 forms forms	otain for signature. The signe averages less than 10 conspecific employee(s) P 735 forms? of this checklist is yes, is sing all CHP 735 forms or any other document? varded to Fiscal properly with completed	gned form lays.	ns are sent	to the O	Remarks:

INSPECTION PROGRAM

CHAPTER 8 COMMAND DUI COST RECOVERY Page 2 of 3

7.	 Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? The date of BAC results of =.08% were received The date of BAC results of =.04% were received for a commercial driver 	⊠ Yes	□ No	□ N/A	Remarks:
8.	Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only ABAC of < .08% was obtained	⊠ Yes	□ No	□ N/A	Remarks:
9.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□ No	□ N/A	Remarks:
	If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	⊠ Yes	□ No	□ N/A	Remarks:
11.	Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks:
	Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□No	□ N/A	Remarks:
	Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	⊠ Yes	□ No	□ N/A	Remarks:
	Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control	⊠ Yes	□ No	□ N/A	Remarks:
	Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8 COMMAND DUI COST RECOVERY Page 3 of 3

	this checklist and not exclusively supervisory tasks?				
	6. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□ No	□ N/A	Remarks: This item was briefed on 10/15/09.
17	7. Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□No	□ N/A	Remarks:
18	3. Is the command utilizing the optional CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□No	□ N/A	Remarks:
19	9. In the absence of a CHP 735A, how is the command to	racking the	DUI Cost I	Recovery	Program?
	N/A				
20	Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system?	⊠ Yes	□No	□ N/A	Remarks:
	Defendant Information				
	Violation Information				
	Court Information				
	 FMS Information 				
	BAC test results				
	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	□ No	□ N/A	Remarks:
22.	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	□No	□ N/A	Remarks:
	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□No	□ N/A	Remarks:
Questi	on 25 pertains to Fiscal Management Section.			i ani ë	
25.	Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐Yes	□No	⊠ N/A	Remarks: Pertains to FMS.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1 of 2

Command:	Division:	Chapter:
Ventura	Coastal	8
Inspected by:		Date:
J. Orlett, #119	40	09/16/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

improvement, identified deficiencies, co	rrective a	action plans. A CHP 51 I	viemorandum may be	used if additional space is required.
TYPE OF INSPECTION ☑ Division Level ☐ Command Level		TOTAL HOURS EXPEND INSPECTION:	DED ON THE	Corrective Action Plan Included
Executive Office Level		2 hours		Attachments Included
Follow-up Required:	Forwa	rd to: OINS		
☐ Yes	Due D	Pate: 8/14/2009		
Chapter Inspection:		The same of the same state of	and a second	The series of the series of the series
Inspector's Comments Regar	ding Ir	novative Practices	3;	
None				
Command Suggestions for St	atewid	e Improvement:		
None				
Inspector's Findings:				

Office of Inspections completed a DUI Cost Recovery audit at the Ventura Area in June of this year. Ventura Area has implemented changes recommended as part of the audit as of June 2009 and are now in compliance. Additionally, they briefed the CN from 10/14/2009 regarding the updated dollar amount per hour.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL COMMAND INSPECTION PROGRAM **EXCEPTIONS DOCUMENT**

Page 2 of 2

Command:	Division:	Chapter:
Ventura	Coastal	8
Inspected by:		Date:
J. Orlett, #119	40	09/16/2009

Commander's Response: 🔀 Concur or	□ Do Not Concur (Do Not Concur shall document basis for response)
Inspector's Comments: Shall address non	concurrence by commander (e.g., findings revised, findings unchanged,
etc.)	
Required Action	
Required Action	
Required Action Corrective Action Plan/Timeline	
Required Action	
Required Action Corrective Action Plan/Timeline	
Required Action Corrective Action Plan/Timeline N/A	COMMANDER SIGNATURE DATE
Corrective Action Plan/Timeline N/A Employee would like to discuss this report with the reviewer.	COMMANDER'S SIGNATURE DATE
Required Action Corrective Action Plan/Timeline N/A Employee would like to discuss this report with	COMMANDER'S SIGNATURE DATE P/22/09
Corrective Action Plan/Timeline N/A Employee would like to discuss this report with the reviewer.	COMMANDER'S SIGNATURE DATE
Corrective Action Plan/Timeline N/A Employee would like to discuss this report with the reviewer.	COMMANDER'S SIGNATURE DATE P/22/09
Corrective Action Plan/Timeline N/A Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER: SIGNATURE A DATE A DATE INSPECTIOR'S SIGNATURE A DATE 9 22/09
Corrective Action Plan/Timeline N/A Employee would like to discuss this report with the reviewer.	COMMANDER: SIGNATURE A DATE A DATE INSPECTIOR'S SIGNATURE DATE 9/22/09 PARTE 9/22/09

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES Page 1 of 4

Command: Ventura	Division: Coastal	Number: 765
Evaluated by: SSA J. Gomez,		Date: 9/16/2009
Assisted by: Sgt. G. Klingent		Date: 9/16/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

		Lead Inst	oector's Signa	ture:		
TYPE OF INSPECTION		none mor	outer o origina	10.01		
□ Division Level □	☐ Commànd Level	-				
1_		X.	J. M. Juman Set			
Office of Inspections	Voluntary Self-Inspection		-	-		
Follow-up Required:	☐ Follow-Up Inspection	Comman	Commander's Signature: Date:			Date:
⊠ Yes ☐ No	BY:	100	w	IN	2	9/24/09
For applicable policies, refer to	HPM 11.1, Chapter 6.					17
			6			
Note: fa "No" on "N/A" box is chec	ked the "Remarks" section	shall/be u	tilized for e	xplanatio	n.	
 Prior to the performance of 						
contracting party informed			☐ No	□ N/A	Remarks:	
services, departmental equ	ipment usage, and			1		
cancellation policy? 2. Does the billing rate include	mileoge and other			ļ	ļ	···
expenses such as uniform of		⊠ Yes	□ No .	□ N/A	Remarks:	
3. When a safety service is pro						
agency, is the agency's five	-digit billing code		☐ No	│ □ N/A	Remarks:	
obtained?						
4. Is the billing code document		52.4			Remarks:	
Services Billing Memorandu			☐ No	□ N/A	Tromano.	
Is \$50 charged for each CH assigned to the detail if the		⊠ Yes	□No	□ N/A	Remarks:	
less than 24 hours prior to the		₩ 162		I LJ IVIA		
6. Is a minimum payment of 4						
when employee(s) could not			☐ No	□ N/A	Remarks:	
cancellation of their service(
7. Is information regarding the					Remarks:	
necessary right-of-way clear requirements, and other per		⊠ Yes	☐ No	□ N/A	i Kemana.	
available to inquiring partles						
Are written requests for specific and the specific a						
the appropriate command?	*	⊠ Yes	□No	□ N/A	Remarks:	
9. Are traffic control services le	ss than \$50,000					
approved by Division?		⊠ Yes	☐ No	□ N/A	Remarks:	
10. Are traffic control services es				3	Pemarke: Te	sk has not occurred
more approved by the Office		☐ Yes	☐ No	⊠ N/A	during this ins	
11. Are extraordinary protective s	services approved by the					30.5
Assistant Commissioner, Fie	ld?	☐ Yes	☐ No	⊠ N/A	Remarks: Tas	sk has not occurred pection.

INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES Page 2 of 4

Questi	ions 12 through 17 pertain to collecting advance de	posits.			
12.	. Is a Reimbursable Services Agreement (RSA) log	William Articon		SASSESSES CONTRACTOR	
	number requested from Division for every contract?		□No	□ N/A	Remarks:
	Is a CHP 465 form completed in accordance with policy?	⊠ Yes	□No	□ N/A	Remarks:
14.	Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	□No	□ N/A	Remarks:
15.	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	□ No	□ N/A	Remarks:
16.	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□ No	□ N/A	Remarks:
17.	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	□No	□ N/A	Remarks:
Questi	ons 18 through 31 pertain to the preparation of agre				CONTRACTOR STANCE
18	Is a CHP 466 maintained?				And designates parameters of the second
		⊠ Yes	□No	□ N/A	Remarks:
19.	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	☐ Yes	□ No	⊠ N/A	Remarks: Log number assigned by Coastal Division; may or may not start with sequential number 001.
	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	☐ No	□ N/A	Remarks:
22.	Are sequential numbers not matching Billing Memorandums reconciled?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
23.	Is the original RSA signed and filed at Area?	☐ Yes	⊠ No	□ N/A	Remarks: Original sent to accounting.
	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the indemnification clause included in the agreement when requested?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
,	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
(Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	⊠ Yes	□ No	□ N/A	Remarks:
	Are dignitary protection services referred to the Office of Dignitary Protection?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
f	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

Page 3 of 4

31	agreement, are they referred to Enforcement	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
Quest	Services Division, Field Support Section? ions 32 through 38 pertain to training agreement pro	cedures	and report	ing for se	ervices provided.
2000		的自由和安全的		Carlon Carlo	The state of the s
32	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□No	□ N/A	Remarks:
	Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□ No	□ N/A	Remarks:
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	⊠ Yes	□No	□ N/A	Remarks:
	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	⊠ No	□ N/A	Remarks: Procedure corrected.
	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□ No	□ N/A	Remarks:
	Are outstanding items being inspected and resolved?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
Ougeti					
	ons 39 through 52 pertain to extraordinary protective	e service	s and repo	ort of ove	rtime hours for reimbursable
specia	l projects.	e service	s and repo	ort of ove	rtime hours for reimbursable
specia 39.	I projects. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	Ye service	s and repo	ort of ove	Remarks: Task has not occurred during this inspection.
39. 40.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service?			I	Remarks: Task has not occurred
39. 40.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection. Remarks: Task has not occurred
39. 40. 41.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	☐ Yes	□ No	⊠ N/A ⊠ N/A	Remarks: Task has not occurred during this inspection. Remarks: Task has not occurred during this inspection.
39. 40. 41. 42.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? Are all corrections noted on the overtime report(s)?	☐ Yes ☐ Yes ☐ Yes ☐ Yes	□ No □ No □ No	⊠ N/A ⊠ N/A □ N/A	Remarks: Task has not occurred during this inspection. Remarks: Task has not occurred during this inspection. Remarks:
40. 41. 43. 44.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? Are all corrections noted on the overtime report(s)? Are overtime reports approved and dated by the commander after reconciling?	☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	No No No No	N/A N/A N/A N/A N/A	Remarks: Task has not occurred during this inspection. Remarks: Task has not occurred during this inspection. Remarks: Remarks:
39. 40. 41. 42. 43. 44.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? Are all corrections noted on the overtime report(s)? Are overtime reports approved and dated by the commander after reconciling? Is the original overtime report(s) forwarded to FMS?	☐ Yes	No No No No No No	 N/A N/A N/A N/A N/A 	Remarks: Task has not occurred during this inspection. Remarks: Task has not occurred during this inspection. Remarks: Remarks: Remarks:
40. 41. 42. 43. 44. 45.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? Are all corrections noted on the overtime report(s)? Are overtime reports approved and dated by the commander after reconciling? Is the original overtime report(s) forwarded to FMS? Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	☐ Yes	No No No No No No No No	N/A N/A	Remarks: Task has not occurred during this inspection. Remarks: Task has not occurred during this inspection. Remarks: Remarks: Remarks: Remarks:
40. 41. 42. 43. 44. 45. 46.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services? Is a reimbursable special project code obtained on every contractual service? Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project? Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used? Are all corrections noted on the overtime report(s)? Are overtime reports approved and dated by the commander after reconciling? Is the original overtime report(s) forwarded to FMS?	☐ Yes	No	N/A N/A	Remarks: Task has not occurred during this inspection. Remarks: Task has not occurred during this inspection. Remarks: Remarks: Remarks: Remarks: Remarks:

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES
Page 4 of 4

49	. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□No	□ N/A	Remarks:
50	. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	☐ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
51	. Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks: To Area then to FMS.
52	Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	☐ No	⊠ N/A	Remarks: Task has not occurred during this inspection.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1 of 2

Command:	Division:	Chapter:
Ventura	Coastal	8
Inspected by:		Date:
SSA J. Gome	z. #A12534	9/16/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION ☑ Division Level ☐ Command L ☐ Executive Office Level	evel	total hours expended on the inspection: 3 hours		☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:	Forwa			
Chapter Inspection: Chapter Inspector's Comments Regar				
None				
Command Suggestions for St	tatewic	le Improvement:		
None				

In regards to Question 23—Is the original CHP 465 (Reimbursable Services Agreement) signed and filed at Area?—the Area was sending an Original and one copy of the RSA to Fiscal Management Section; however, upon reviewing policy, the Area will now keep the Original RSA on file for their records. This procedure has been corrected as of 9/16/2009; Area is now in compliance with policy.

In regards to Question 36—Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?—the Area has corrected this procedure as of 9/16/2009 and will email their Control Log to the Division Coordinator by the 15th of every month. This procedure has been corrected as of 9/16/2009; Area is now in compliance with policy. Upon completion of this Chapter 8 inspection report, Ventura Area is in compliance.

Inspector's Findings:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT
Page 2 of 2

Command: Ventura	Division: Coastal	Chapter: 8
Inspected by:	#A12534	Date: 9/16/2009

Commander's Response: 🖾 Concur o	or 🗌 Do Not Concur (Do Not Concur shall document basis for response)
	X .
Inspector's Comments: Shall address per	n concurrence by commander (e.g., findings revised, findings unchanged,
etc.)	r concurrence by commander (e.g., mignings revised, infolings unchanged,
00.7	
	NEW YORK STORY A PROPERTY OF THE RESERVE OF THE STORY OF
Required Action	
Corrective Action Plan/Timeline	
None	
	*
Employee would like to discuss this report with	COMMANDER'S SIGNATURE DATE
the reviewer.	Mar In alouto
(See HPM 9.1, Chapter 8 for appeal procedures.)	(MIN /V- 1/24/01
	INSPECTOR'S SIGNATURE DATE
	8. m. 7 um sor for 9/25/2009
Reviewer discussed this report with	REVIEWER'S SIGNATURE DATE
employee Concur Do not concur	87/109
	1/(1//)

INSPECTION PROGRAM

CHAPTER 8 COMMAND DUI COST RECOVERY Page 1 of 3

Command: Moorpark	Division: Coastal	Number: 770
Evaluated by: J. Orlett, #119	Date: 9/16/2009	
Assisted by: G. Klingenberg	Date: 9/16/2009	

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF I	NSPECTION		Lead Insp	ector's Signat	ure:	1
⊠ Div	ision Level	☐ Command Level		1/1	Delle	of the second
☐ Offi	ce of Inspections	☐ Voluntary Self-Inspection	/	1. 4. 6	All	
Follow	-up Required:	☐ Follow-Up Inspection	Command	ers Signature	9:	Date:
⊠ Yes	S □ No	BY:	Cu	_ J.6	Ville	4/n. 9/03/09
For ap	plicable policies, refer	to HPM 11.1, Chapter 20.				
Note: I	f a "No" or "N/A" box is c	hecked, the "Remarks" section	shall be u	tilized for e	xplanation	
1.	Does the command have ensure that a CHP 735,	ve sufficient procedures to Incident Response nent, is prepared for each	⊠ Yes	□No	□ N/A	Remarks:
3.	(electronically) to appro and document BA result Does the command hav	ts. The OSS-I sends the required reason reason representation of the required reason representation of the required reason representation of the required representation of the representation of the required representation of the representation	d CHP 735 d forms to	is sent to C FMS.	SS-I when	lews the CHP 735 and CHP 415 a uses the CHP 735A log to verify
	assigned to process all	CHP 735 forms?	Yes	☐ No	□ N/A	Remarks:
4.	the responsibility of prod	n 3 of this checklist is yes, is bessing all CHP 735 forms otion or any other document?	⊠ Yes	□No	□ N/A	Remarks:
5.		orwarded to Fiscal MS) properly with completed A or Section B of the form?	⊠ Yes	□ No	□ N/A	Remarks:
	to facilitate notification o meeting the requirement Influence (DUI) Cost Reinvolve cases where the A Blood Alcohol Coron A chemical test is poorting a refusal)	ng BAC test of drug test (i.e.,	⊠ Yes	□ No	□ N/A	Remarks:
	of Section A of the form within ten business days dates?	pleted based on the criteria being forwarded to FMS from one of the following	⊠ Yes	□ No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8 COMMAND DUI COST RECOVERY Page 2 of 3

 The date of BAC results of =.04% were for a commercial driver 	e received			
 8. Are CHP 735 forms completed based on the of Section B of the form being forwarded to within ten business days from being notified conviction of California Vehicle Sections 23 23153, or greater offence as a result of one following? The person arrested refused to provide chemical test The arrest was for drugs only A BAC of < .08% was obtained 	FMS Section Yes 152 or e of the	□No	□ N/A	Remarks:
 Is the Itemized Staff Hours section of the C completed as required in Highway Patrol M 11.1, Administrative Procedures Manual, as includes hours for all employees assigned incident? 	anual ☐Yes nd	⊠ No	□ N/A	Remarks: 415s do not include offender's name or court case number per HPM 11.1, 20-4.
10. If the person arrested is transient, is the ca entered into the CHP 735A, Case Log-DUI Recovery Program, without forwarding the to FMS?	Cost X Yes	□ No	□ N/A	Remarks:
11. Are staff hours involved in the incident reco	orded on	□No	□ N/A	Remarks:
12. Do the total number of staff hours charged CHP 735 agree with the appropriate CHP 4 Field Record?		⊠ No	□ N/A	Remarks: The CHP 415s are not "tagged" with offender's name or case number. There is currently no way of ensuring the total number of staff hours are appropriate.
13. Does the Notes portion of the CHP 415 ind billable DUI time when the CHP 415 include than one activity?		⊠ No	□ N/A	Remarks: There are also no "indicators" in the line remarks
 14. Are the staff hours incurred by members of Department for the following activities associan incident meeting the criteria for DUI cost included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control 	ciated with Yes recovery	□No	□ N/A	Remarks:
15. Are the staff hours for officers-in-charge, se lieutenants, or captains listed on the CHP 7: time spent performing the activities listed in 12 of this checklist and not exclusively supe tasks?	35 for ⊠ Yes question	□ No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8 COMMAND DUI COST RECOVERY Page 3 of 3

16	. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	☐ Yes	⊠ No	□ N/A	Remarks: 735 pdf has not been updated.
17	. Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□ No	□ N/A	Remarks:
18	. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
	In the absence of a CHP 735A, how is the command to N/A	acking the	DUI Cost I	Recovery	Program?
20.	Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Violation Information Court Information FMS Information BAC test results	⊠ Yes	□ No	□ N/A	Remarks:
21.	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	□ No	□ N/A	Remarks: Area maintains a pending file to ensure all cases are closed out.
22.	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	□ No	□ N/A	Remarks:
	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	⊠ Yes.	□ No	□ N/A	Remarks:
24.	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
Questi	on 25 pertains to Fiscal Management Section.				South Control
25.	Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□ No	⊠ N/A	Remarks: Pertains to FMS.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1 of 2

Command: Moorpark	Division: Coastal	Chapter:
Inspected by: J. Orlett, #1194	40	Date: 9/16/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION ☑ Division Level ☐ Command Lo ☐ Executive Office Level	evel	Total hours expende inspection: 3 hours	ed on the	☑ Corrective Action Plan Included ☑ Attachments Included
Follow-up Required:	Forwa	rd to: OINS		
⊠ Yes □ No	Due D	ate: 8/14/2009		
Chapter Inspection:		The state of the s		
Inspector's Comments Regar				
None		, , , , , ,		
None				
Command Suggestions for St	atewio	e Improvement:		
None				
		12		
			8.	
Inspector's Findings:			11.	The state of the s

Area currently does not require officers to indicate the offender's name or court case number on the CHP 415 either in the line remarks or notes section. Therefore, it is difficult to correlate time documented on the CHP 735 with corresponding CHP 415s. Area does not have an SOP in place to ensure all employees involved in DUI reimbursable events are informed of the correct processing. An example SOP was provided to the Area.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 2 of 2

Command: Moorpark		
Inspected by:	Date:	
J. Orlett, #119	40	9/16/2009

Commander's Resnors	e: 🔀 Concur or 🗌 Do Not Concur (Do Not Concur shall document basis for response)
Commander's Respons	e. A Corredit of Do Not Corredit (Do Not Corredit shall document basis for response)
Inspector's Comments: etc.)	Shall address non concurrence by commander (e.g., findings revised, findings unchanged,
Paguired Action	
Required Action	
Corrective Action Plan/T	imeline
ma de la calacidada de la como	The state of the s

Division scheduled a follow-up inspection for 10/15/2009. This inspection will ensure:

- 1. Offender's name and court case number are included on each associated CHP 415
- 2. Times correspond between CHP 735 and CHP 415 accordingly
- 3. Area has included a chapter on CHP 735 procedures in the Area SOP

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	9/22/09
	INSPECTOR'S SIGNATURE	9-23-09
☐ Reviewer discussed this report with employee ☐ Concur ☐ Do not concur	RÉVIEWER'S SIGNATURE	9/23/pg

	CALIFORNIA	NIA HIGHWAY PATRO) I				DATE		NUMBER
ROLL	CALL-BF	RIEFING ITE					09/2	22/2009	
CHP 16	0 (Rev 1-96) C	JPI 004					SOURCE/APPR	20/21/07/2005 6/10/2	
☐ New		rective/S.O.P.	Rebrief	Destro	oy (date)		2000		
Revie	w LInf	formation	One-time				Sgt. Mor	iarty	
ITEM	-				SUBJECT				
	DUI COS	ST RECOVE	ERY - CHP 73.	5					
	in which	rpark Area v we are defic ly Field Reco	ient is properly	e subject of y document	an audit reling the defe	lating to DUI C indant's name a	ost Recove nd court ca	ry (CHP 73 se number o	5). One area on the CHP
	Per H.P.1	М. 11.1, Cha	pter 20, office	rs shall reco	ord the defer	ndants name and	d case num	ber on the (CHP 415.
	the CHP	415, Daily F	inder a specificield Record, in 15, Daily Field	ncludes mor	e.g., Accide te than one a	ent Investigation activity, indicat	n, Partner A	Assist, Resp le DUI time	onse Time) on e in the Notes
						you booked the number if it ap		n cases whe	n the report is
	The Moo	rpark Area S	OP will be up	dated to ref	lect these re	equirements.			
E. S.	CAPTAIN			L-1			L-2		
	L-3			L-4		123	S-1		the state of the s
	S-2			S-3			S-4		
	S-5			S-6			S-7		
	S-8		- Language -	S-9		<u> </u>	S-10		
(NUMBER	SERGEANT'S		NUMBER	SERGEANTS		NUMBER	SERGEANT'S	T = 1.22
SHIFT	OF T.O.'S	INITIALS	DATE	OF T.O.'S	INITIALS	DATE	OF T.O.'S	INITIALS	DATE
1									
2									
3			-1000						
4									
5									
SPECIAL DETAIL						11.			

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES
Page 1 of 4

Command: Moorpark	Division: Coastal	Number: 770
Evaluated by: SSA J. Gomez,	Date: 9/16/2009	
Assisted by: Sgt. A. Carrillo,	Date: 9/16/2009	

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION			Lead Inspector's Signature:			
☑ Division Level ☐ Command Level		S. M. Yeuman sorter				
☐ Office of Inspections ☐ Voluntary Self-Inspection						
Follow-	up Required:	☐ Follow-Up Inspection	Commande	s≓s Signature	/-	Date:
☐ Yes	⊠ No	BY·	Cin	Dd. 1	Wasin	1/2. 9/25/09
For applicable policies, refer to HPM 11.1, Chapter 6.						
Note: I	f a "No" or "N/A" box is ch	ecked, the "Remarks" section	shall be ut	ilized for ex	xplanation	
1.	Prior to the performance	of services, is the ed of the rates charged for	⊠ Yes	□ No	□ N/A	Remarks:
2.	Does the billing rate inclies expenses such as unifor	⊠ Yes	□ No	□ N/A	Remarks:	
3.	When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?		⊠ Yes	□ No	□ N/A	Remarks:
4.	Is the billing code documented on the Reimbursable Services Billing Memorandum?		⊠ Yes	□ No	□ N/A	Remarks:
5.			⊠ Yes	□ No	□ N/A	Remarks:
6	Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the cancellation of their service(s)?		⊠ Yes	☐ No	□ N/A	Remarks:
7.	Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information made available to inquiring parties?		⊠ Yes	□ No	□ N/A	Remarks:
8.			⊠ Yes	□No	□ N/A	Remarks:
9.			⊠ Yes	□No	□ N/A	Remarks.
10.	O. Are traffic control services estimated to be \$50,000 or more approved by the Office of the Commissioner?		∐Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
11.	Are extraordinary protect Assistant Commissioner,	ive services approved by the Field?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES Page 2 of 4

Quest	ions 12 through 17 pertain to collecting advance de	posits.			
12	Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	□No	□ N/A	Remarks:
13.	Is a CHP 465 form completed in accordance with policy?	⊠ Yes	□No	□ N/A	Remarks:
14.	Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	☐ No	□ N/A	Remarks:
15.	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?		☐ No	□ N/A	Remarks:
16.	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□No	□ N/A	Remarks:
	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	☐ No	□ N/A	Remarks:
Questi	ons 18 through 31 pertain to the preparation of agre	ements.			
18.	Is a CHP 466 maintained?	T	121011111111111111111111111111111111111		P
		☐ Yes	☐ No	□ N/A	Remarks:
19.	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	☐ No	□ N/A	Remarks:
20.	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	☐ Yes	□No	⊠ N/A	Remarks: Log number assigned by Coastal Division; may or may not start with sequential number 001.
	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	☐ No	□ N/A	Remarks:
22.	Are sequential numbers not matching Billing Memorandums reconciled?	☐ Yes	☐ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
23.	Is the original RSA signed and filed at Area?	⊠ Yes	☐ No	□ N/A	Remarks:
	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the indemnification clause included in the agreement when requested?	☐ Yes	☐ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
26.	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	☐ Yes	☐ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
27.	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	☐ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	⊠ Yes	□ No	□ N/A	Remarks:
	Are dignitary protection services referred to the Office of Dignitary Protection?	Yes	☐ No	⊠ N/A	Remarks: Task has not occurred during this inspection.

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

Page 3 of 4

30	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	⊠ Yes	□ No	□ N/A	Remarks:
	. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
Quest	ions 32 through 38 pertain to training agreement pro	cedures a	ind reporti	ng for se	rvices provided.
32	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	☐ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
33	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□ No	□ N/A	Remarks:
34	Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□No	□ N/A	Remarks:
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	⊠ Yes	□No	□ N/A	Remarks:
36.	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	⊠ Yes	☐ No	□ N/A	Remarks:
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□No	□ N/A	Remarks:
38.	Are outstanding items being inspected and resolved?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	ons 39 through 52 pertain to extraordinary protectiv	e services	and repo	rt of over	time hours for reimbursable
	I projects.				
39.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
	Is a reimbursable special project code obtained on every contractual service?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.
41.	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□ No	□ N/A	Remarks:
42.	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	☐ No	□ N/A	Remarks:
43.	Are all corrections noted on the overtime report(s)?	⊠ Yes	□ No	□ N/A	Remarks:
	Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□No	□ N/A	Remarks:
	Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks:
	Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	⊠ Yes	□No	□ N/A	Remarks:
47,	Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	□No	□ N/A	Remarks:

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES Page 4 of 4

48.	Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	☐ Yes	□No	⊠ N/A	Remarks: Division level
49.	Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□ No	□ N/A	Remarks:
50.	Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	⊠ N/A	Remarks: Task has not occurred during this inspection.
51.	Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks: To Area then to FMS
52.	Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□ No	⊠ N/A	Remarks: Task has not occurred during this inspection.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1 of 2

Command:	Division:	Chapter:
Moorpark	Coastal	8
Inspected by:		Date:
SSA J. Gomez, #A12534		9/16/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION Division Level Command L Executive Office Level	.evel	TOTAL HOURS EXPENDED ON INSPECTION: 2 hours	ON THE	☐ Corrective Action Plan Included☐ Attachments Included
Follow-up Required:	Forwa	rd to: OINS		
☐ Yes ☐ No	Due D	ate: 8/14/2009		
Chapter Inspection:	Vision		AVTO - STORY	
Inspector's Comments Rega	rding Ir	novative Practices:		
None				
Command Suggestions for S	tatewic	e Improvement:		
None				

Upon completion of this Chapter 8 inspection, the Moorpark Area is in compliance.

Inspector's Findings:

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 2 of 2

Command:	Division:	Chapter:
Moorpark	Coastal	8
Inspected by: SSA J. Gomez	. #A12534	Date: 9/16/2009

Commander's Response: Concur o	r Do Not Concur (Do Not Concur shall do	cument basis for response)
Inenector's Comments: Shall address nor	a consumance by commender to a findings roy	inad findings unchanged
ata \	n concurrence by commander (e.g., findings rev	isea, ilifalligs unchanged,
etc.)		
		was a supplier of the supplier
Required Action		Walter States Constitution of the Constitution
Corrective Action Plan (Timeline		
Corrective Action Plan/Timeline		
N/A		
	-1	
Employee would like to discuss this report with	COMMANDERS SIGNATURE	DATE
the reviewer.	11/11/11	9/1/19
(See HPM 9.1, Chapter 8 for appeal procedures.)	1	11183111
		100/01
	MERECIOR'S-SIGNATURE	DATE
	MERECIOR'S-SIGNATURE	DATE 9/25/2009
	8. M. Juman set to	9/25/2009
Reviewer discussed this report with employee	MERECTOR'S-SIGNATURE	DATE 9/25/2009 DATE 9/25/09

Memorandum

Date:

September 22, 2009

To:

Coastal Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Coastal Division

File No.:

701.13808

Subject:

COMMAND INSPECTION PROGRAM, HPM 22.1, CHAPTER 8, COMMAND

REIMBURSABLE SERVICES AND DUI COST RECOVERY—CONEJO

INSPECTION FACILITY EXEMPTED

With the concurrence of the Facility commander, Lieutenant S. Munday, no formal Chapter 8 inspection was conducted at the Conejo Inspection Facility during the second quarter of 2009. The Facility does not participate in reimbursable services contracts or the DUI cost recovery program. Involvement by Facility personnel in either program is ancillary in nature and associated paperwork handled by one of the adjoining Area offices.

S. M. NEUMANN, Sergeant

cc: Conejo Inspection Facility